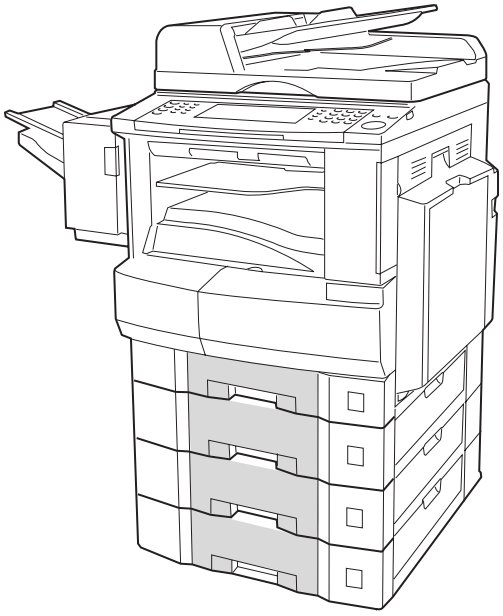
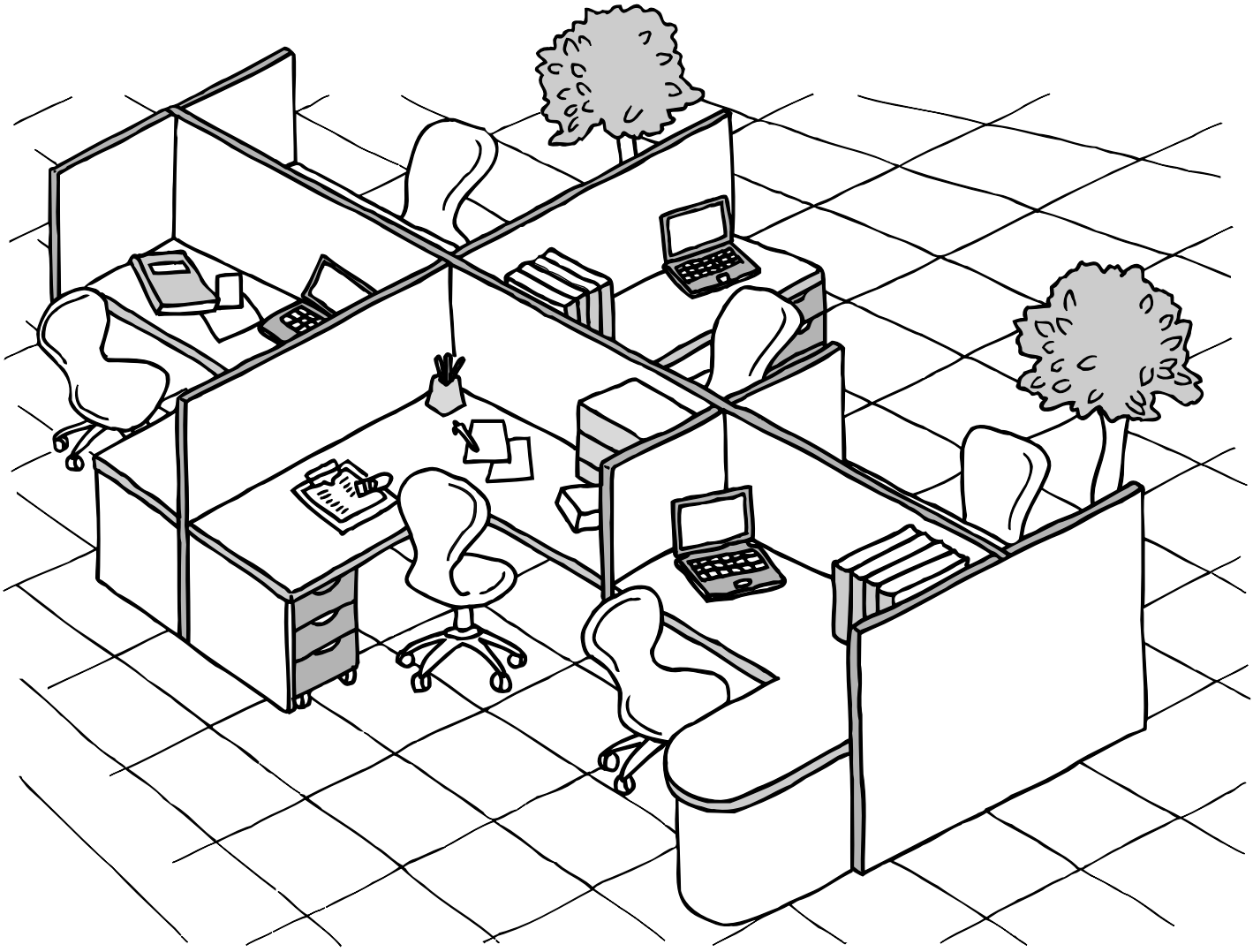


Panasonic

Digital Imaging Systems
Operating Instructions
(For Copy & Network Scan Functions)

Model No. DP-2310/3010



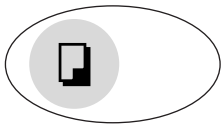
WORKIO

Before operating this equipment, please read these instructions completely and keep these operating instructions for future reference.

English

Getting To Know Your Machine

Useful Office Functions

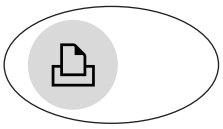


Copy

- Copy up to A3 size.
  Capable of copying text/photos/halftone originals.

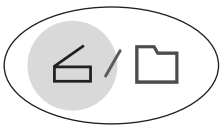
Fax/Email

- Plain Paper High-speed Super G3 compatible Fax with JBIG compression when optional Fax Communication Board (DA-FG300) is installed.
- Quick-Scan
- Quick Memory Transmission
- Email Function can be used when optional Internet Fax/ E-Mail Module (DA-NF600) is installed.



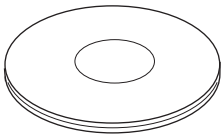
Print

- Digital printer controller standard, printer resolution 300 or 600 dpi.



Scan/File

- Black & White original scanner can be used when optional Network Scanner Module (DA-NS600) is installed.
  Scanning resolution up to 600 dpi.
- A document can be saved or retrieved to/from network server via from the digital imaging system.



Application Software

- Document Manager
- Document Viewer
- Document Network Scanner*
- Utilities (Network Status Monitor, Phone Book Editor, Device Configuration Editor)

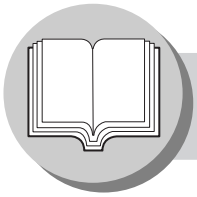
* Document Network Scanner is only available when the optional Network Scanner Module (DA-NS600) is installed.

DP-2310/3010 Operating Instructions

This copier includes the following operating instruction manuals, please use the correct manual when an operator intervention is necessary.

<Copy & Network Scan>	Use the information provided in this manual whenever a copier function requires intervention. For example: how to make copies, add paper, replace the toner bottle, etc.
<Fax/Email>	Use the information provided in the DP-2310/3010 Fax & Email Operating Instructions manual whenever a fax/internet fax function requires intervention. For example: how to send/receive a fax/Email, or when a trouble message appears, etc.
<Print & Other Advanced Functions>	Use the information provided on the enclosed CD for an explanation of how to use as a Network Printer, Network Scanner, Edit Directory Dialing Feature, Device Settings, Network Status Monitor, and/or Document Management System.

Outline of this Operating Instructions

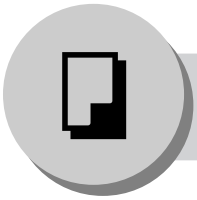


Getting To Know Your Machine

- Operation Chart for quick operation (See pages 10, 11)
- Adding Paper, Replacing the Toner Bottle, Removing Misfed Paper and Error Codes (See pages 10-17)

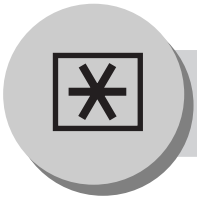
Before Starting

- Precautions for your safety (See pages 7-9)
- Key/Button/Indicator names on the Control Panel (See pages 19-21)



Making Copies

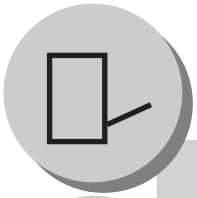
Operating Instructions for making copies according to Function Categories on the LCD Touch Panel Display (See pages 22-49)



Function

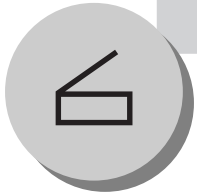
Changing the Initial "modes/ defaults"

- Copy, Printer, Scanner (Option) and Fax/Email (Option) (See pages 50-64)



Options

- Accessories Components (See page 65)
- Network Scanner (See pages 66-69)



Problem Solving

- Troubleshooting (See pages 70, 71)
- Replacing the Battery (See pages 72, 73)

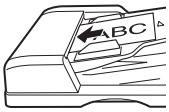
Others

Specifications, Options and Supplies and Index (See pages 74-78)

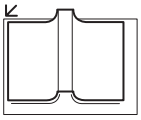
Getting To Know Your Machine

Symbol Marks/Icons

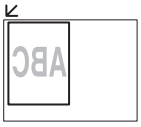
Following symbol marks/Icons are used in this operating instructions for your operation.



Place original(s) on the i-ADF/ADF



Place original(s) on the Platen Glass (Book)

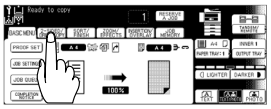


Place original on the Platen Glass (Sheet)

Press any Hard Key on the control panel or touch any Button on the touch panel display

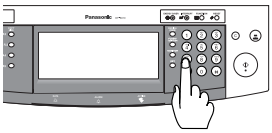
Press Hard Key

Touch any Button



Input numerical

● Number of copies, etc.

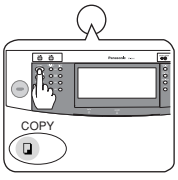


Input text with keyboard

Go to next step

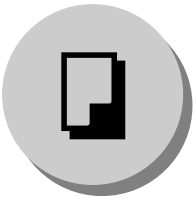
Go to next step (below)

5



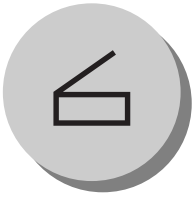
Setting any function(s) if necessary

Getting to know your machine Before starting

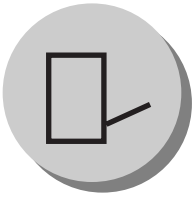


When making copies

When setting the machine modes



When scanning document(s)



Options (ex.: Finisher)

Problem solving

Others

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Getting To Know Your Machine

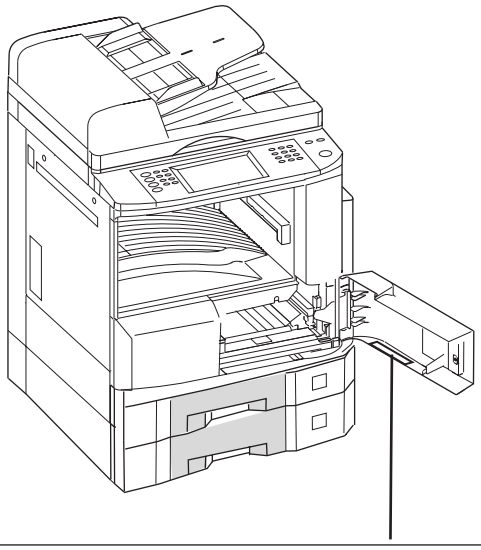
Precautions

For Your Safety

■ Laser Safety

LASER SAFETY
This unit employs a laser. Only qualified service personnel should attempt to service this device due to possible eye injury.
CAUTION:
USE OF CONTROLS, ADJUSTMENTS OR PERFORMANCE PROCEDURES OTHER THAN THOSE SPECIFIED HEREIN MAY RESULT IN HAZARDOUS RADIATION EXPOSURE.

■ Caution Label



- **DANGER** : Invisible laser radiation when open and interlock defeated. AVOID DIRECT EXPOSURE TO BEAM.
- **CAUTION** : Invisible and hazardous laser radiation when interlocks defeated. AVOID EXPOSURE TO BEAM.
- **ATTENTION** : Rayonnement laser invisible dangereux lorsque la sécurité est neutralisée. EXPOSITION DANGEREUSE AU FAISCEAU.
- **VORSICHT** : Unsichtbare Laserstrahlung, wenn Sicherheitsverriegelung überbrückt. NICHT DEM STRAHL AUSSETZEN.
- **PELIGRO** : Cuando se invalida el bloqueo,se producen radiaciones invisibles de láser. EVITESE LA EXPOSICIÓN DIRECTA A TALES RAYOS.
- **VAROI** : Näkymätöntä ja vaarallista lasersäteilyä suojalukitus ohitettaessa. Vältäsuoraa altistumista säteelle.
- **ADVARSEL** : USYNLIG LÅSERSTRALING NÅR SIKKERHEDSAF‑BRYDERE ER UDE AF FUNKTION. UNDGÅ UDSETTELSE FOR STRÅLING.
- **ADVARSEL** : USYNLIG LÅSERSTRALING NÅR SIKKERHEDS‑LÅS BRYTES. UNNGÅ EKSPONERING FOR STRÅLEN.
- **VARNING** : OSYNLIG LASERSTRÅLNING NÄR SPÄRRAR.ÄR URKOPPLADE. STRÅLEN ÄR FARLIG.
- **注意** : 为防止激光照射，当连接本机时，请勿暴露在光柱下。
- **주의** : 연결장치가 고장 났을 때에는 눈에 보이지않고 위험한 레이저 방사선이 빛에 직접 닿지않도록 해 주십시오.

FBS8902

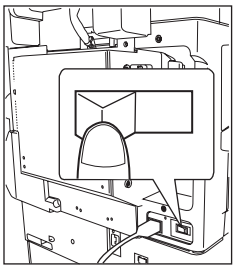
Getting To Know Your Machine

Handling

■ Do not look directly at the exposure lamp when copying.

■ Do not turn the power switches Off or open the front cover/right cover during copying.
- Do not drop paper clips or other metal objects into the copier.

■ If you are not going to use the copier for long periods of time, turn OFF the Power Switch on the Left Side of the machine and wait 10 seconds then, turn OFF the Main Power Switch on the Back Side of the machine.



Toner and Paper

■ Store toner, drum and paper in cool areas with low humidity.
- Use high quality 60 - 90 g/m^2 (Sheet Bypass: 55 - 133 g/m^2) paper.
- For optimum performance, it is recommended that only Panasonic Brand supplies are used in the copier.
- Do not unseal toner before use.
- Do not leave bottle opened for prolonged period of time.
- Certain types of transparency film may not be compatible and may damage your machine. Consult with an authorised Panasonic dealer for advice regarding non-standard paper types. (Panasonic has tested "3M PP2500" transparency film and found it to be compatible.)

Ventilation

■ The copier should be installed in a well-ventilated area to minimize the ozone density in the air.

Installation

■ The copier should not be installed in areas with the following conditions:
- Extremely high or low temperature and humidity.
  Ambient conditions Temperature: 10 – 30°C
  Relative humidity: 30 – 80 %
- Where temperature and humidity can change rapidly, causing condensation.
- Direct exposure to sunlight.
- Directly in the air conditioning flow.
- In areas of high dust concentration.
- In areas of poor ventilation.
- In areas with chemical fume concentration.
- In areas with extreme vibration.
- With unstable or uneven conditions (floors, etc.).

FOR YOUR SAFETY

■ The maximum power consumption is 1.5 kW.
A properly wired (grounded), dedicated, 6.5A, 220-240V AC outlet is required. Do not use an extension cord.

Caution Note: Disconnect from the mains supply before removing covers.

⚠ CAUTION

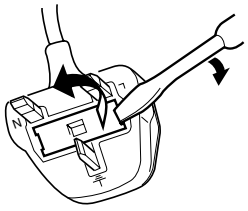
● THIS PRODUCT CONTAINS A LITHIUM BATTERY. DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED.
REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS.

Installation

For U.K.

This appliance is supplied with a moulded three pin mains plug for your safety and convenience.
A 13 amp fuse is fitted in this plug.
Should the fuse need to be replaced please ensure that the replacement fuse has a rating of 13 amps and that it is approved by ASTA or BSI to BS1362
Check for the ASTA mark ⓐ or the BSI mark ♡ on the body of the fuse.
If the plug contains a removable fuse cover you must ensure that it is refitted when the fuse is replaced.
If you lose the fuse cover the plug must not be used until a replacement cover is obtained.
A replacement fuse cover can be purchased from your local Panasonic Dealer.
IF THE FITTED MOULDED PLUG IS UNSUITABLE FOR THE SOCKET OUTLET IN YOUR OFFICE
THEN THE FUSE SHOULD BE REMOVED AND THE PLUG CUT OFF AND DISPOSED OF SAFELY.
THERE IS A DANGER OF SEVERE ELECTRICAL SHOCK IF THE CUT OFF PLUG IS INSERTED INTO ANY 13 AMP SOCKET.
If a new plug is to be fitted please observe the wiring code as shown below.
If in any doubt please consult a qualified electrician.
WARNING: THIS APPLIANCE MUST BE EARTHED.
IMPORTANT: The wires in this mains lead are coloured in accordance with the following code:
Green and Yellow : Earth
Blue : Neutral
Brown : Live
As the colours of the wires in the main lead of this appliance may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:
The wire which is coloured GREEN-AND-YELLOW must be connected to the terminal in the plug which is marked by letter E or by the safety Earth symbol " ⏚ " or coloured GREEN or GREEN-AND-YELLOW.
The wire which is coloured BLUE must be connected to the terminal in the plug which is marked with the letter N or coloured BLACK.
The wire which is coloured BROWN must be connected to the terminal in the plug which is marked with the letter L or coloured RED.

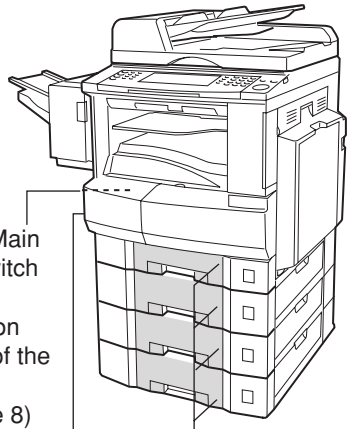
How to replace the fuse.
Open the fuse compartment with a screwdriver and replace the fuse.



Getting To Know Your Machine

Operation Chart

■ Basic Operation

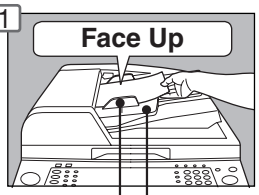


Turn the Main Power Switch On (Located on the back of the Copier) (See page 8)

Turn the Power Switch On (Left side of the copier)

Load Paper

From i-ADF/ ADF



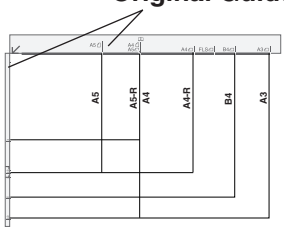
Tray
Max. 50 originals*

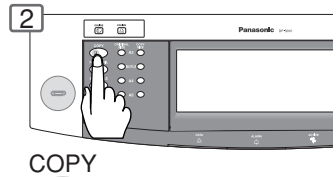
or

Original Guides
Adjust to the original's width

From Platen Glass

Original Guides





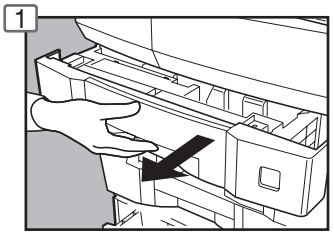
If other function is in use

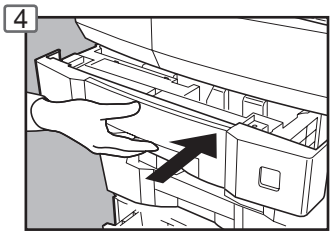
*30 originals (B4/A3)

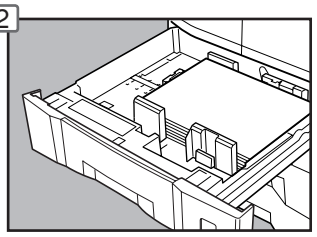
Face down

- If the original is not positioned properly, a portion of the original may not be copied.
- For originals smaller than A5 size, position the original within the A5 area and select A5.

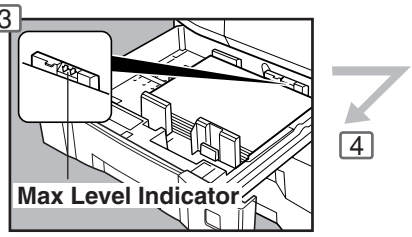
● Adding Paper (Paper Tray)







Paper Weight: 60-90 g/m²

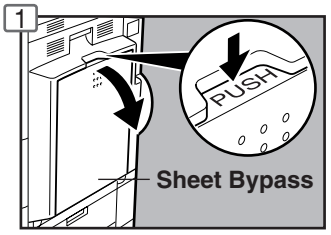


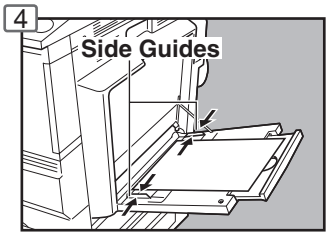
Paper Capacity: 550 Sheets (80 g/m²)

NOTE:
When changing the paper size, refer to page 60.

● Adding Paper (Sheet Bypass)

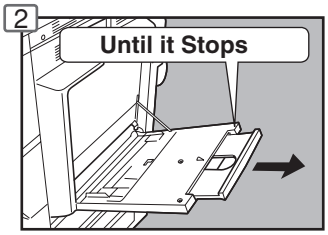
Copying on Special Paper, etc.

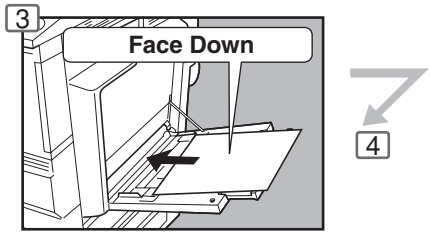




Adjust the side guides.
Incorrect adjustment may cause the paper to wrinkle, misfeed or skew.

NOTE:
When paper size is not detected, remove paper and press Reset Key. Then, load paper again.

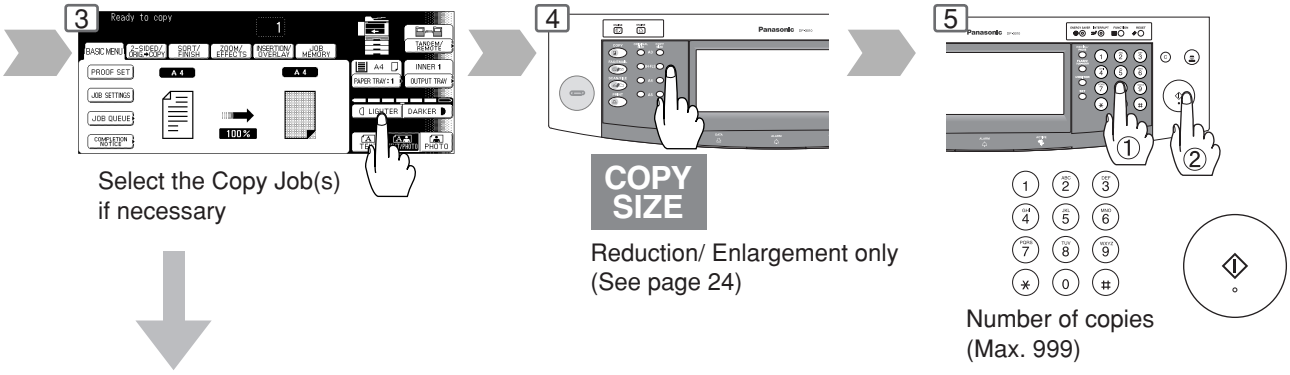




Load paper lower than Side Guides

Approximately up to 50 A4 size sheets / 80 g/m²

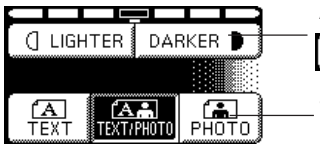
Paper Weight: 55-133 g/m²



Select the Copy Job(s) if necessary

Reduction/ Enlargement only
(See page 24)

Number of copies (Max. 999)



Adjust the Manual Exposure

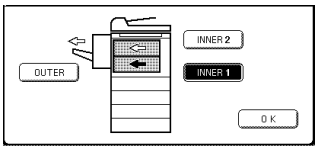
LIGHTER or DARKER

Select the Original(s)

TEXT Mainly text

TEXT/PHOTO Combined with text and photo

PHOTO Mainly photo



Exit Position of Copies

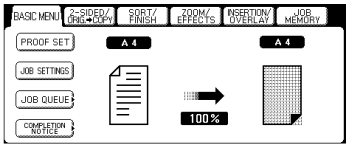
INNER 1 Inner of machine (bottom)

INNER 2 Inner of machine (upper)

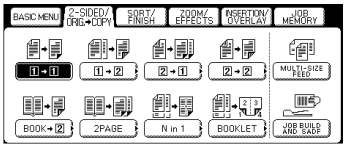
OUTER Exit tray/finisher (outside)

• INNER 2 and OUTER are only available when the optional Inner Tray or Exit Tray/Finisher is installed.

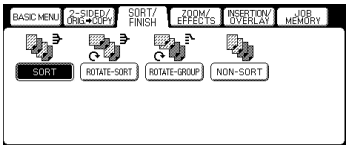
Copy Jobs



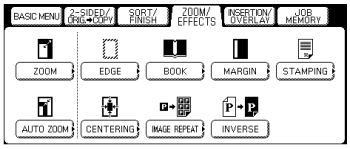
(See pages 22-29)



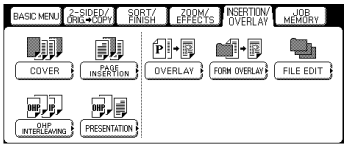
(See pages 30-35)



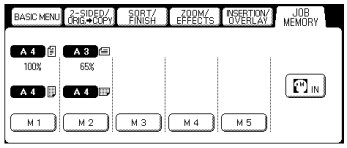
(See pages 36, 37)



(See pages 38-43)

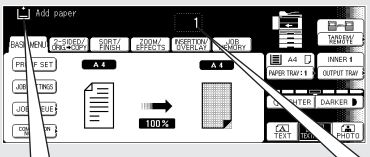


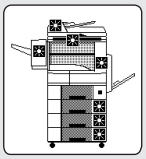
(See pages 44-47)



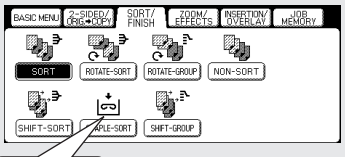
(See pages 46, 47)

■ Problem Solving





Removing Misfed Paper
(See pages 14-17)



Adding Paper
(See page 10)

Replacing Toner Bottle
(See page 12)

Replacing Toner Waste Container
(See page 12)

UXX

EXX

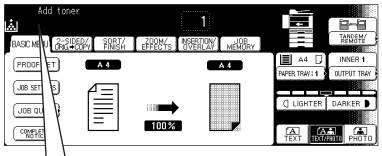
User Error Code
(See page 12)

Machine Error Code
(Call your Service provider)

Replacing Staple Cartridge
(See page 12)

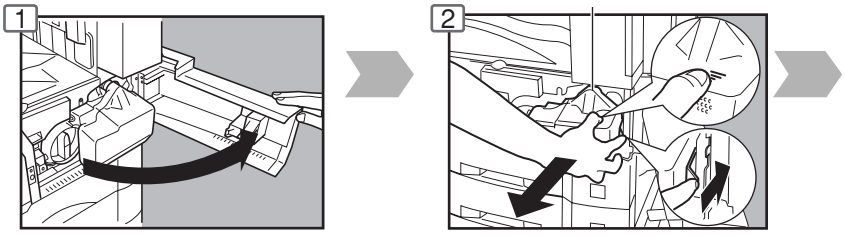
■ Problem Solving

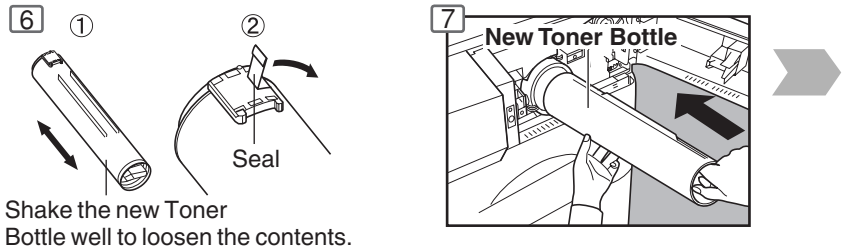
● Replacing Toner Bottle/Replacing Toner Waste Container



Replacing Toner Bottle

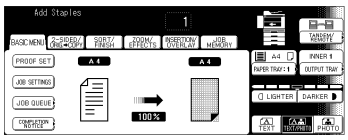
Replacing Toner Waste Container



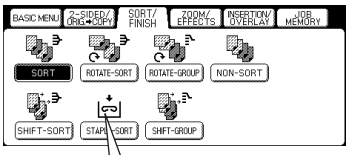


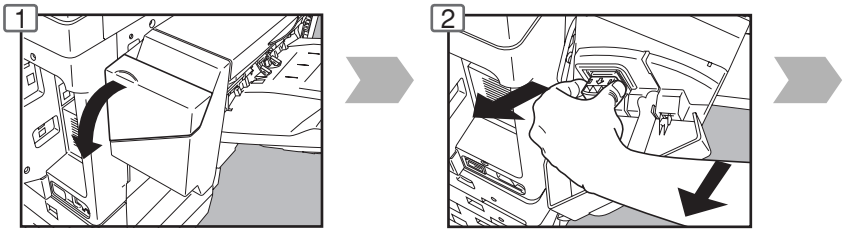
Shake the new Toner Bottle well to loosen the contents.

● Replacing the Staple Cartridge

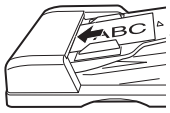


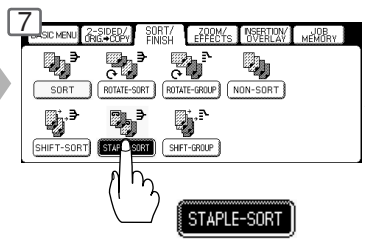
or

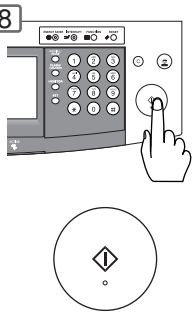




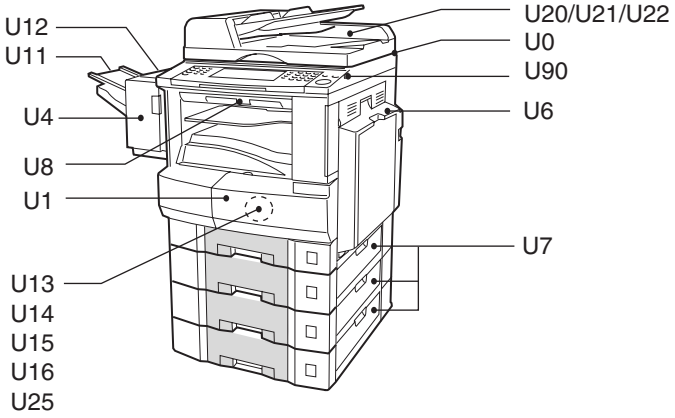
6 Check the operation



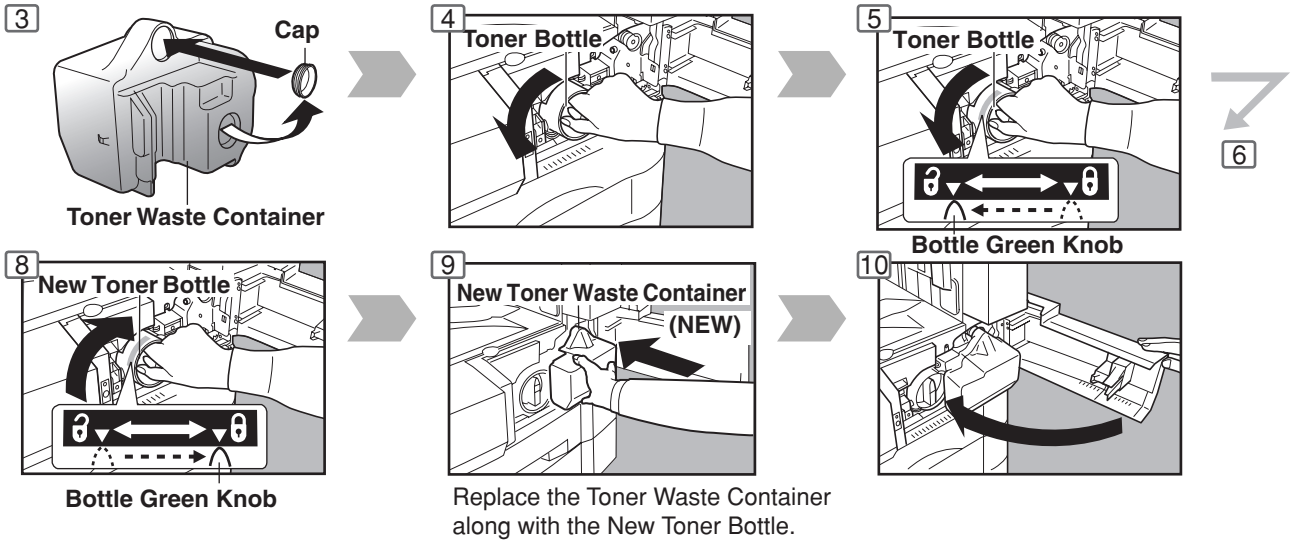




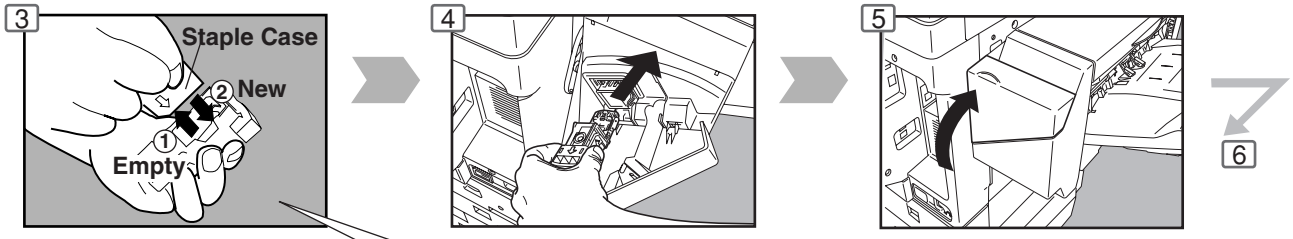
● User Error Codes (U Code)



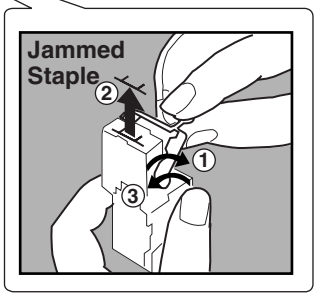
Code	Check Points
U0	Contact your Key Operator. • Key Counter is not installed. • Department ID Code is not entered.
U1	Front Cover is open.
U4	Finisher is pull out.
U6	Right Cover is open.
U7	Feed Cover 1/2/3 is open.
U8	Transport Cover is open.



Replace the Toner Waste Container along with the New Toner Bottle.



Staple Cartridge FQ-SS32



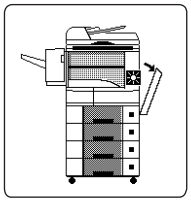
When the Staple is jammed

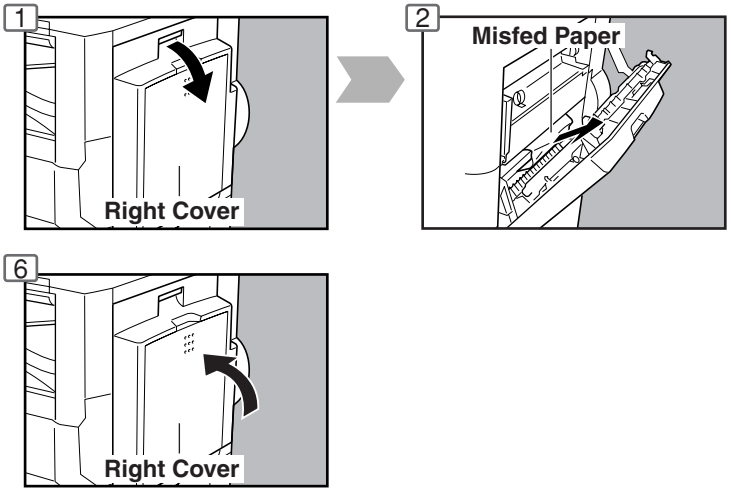
- Following message will be displayed on the Touch Panel Display.
  "Can Not Complete Confirm Staple Unit"

Code	Check Points	Code	Check Points
U11	Paper is remained in the Finisher Bin.	U20	ADF cover is open.
U12	Finisher Staple Cover/Top Cover is open.	U21	ADF is opened while scanning from ADF.
U13	Low Toner.	U22	ADF Exit Unit is open.
U14	Toner Waste Container is full.	U25	Shake Toner Bottle well.
U15	Toner Waste Container is not installed.	U90	Need to replace the battery.
U16	Call your Service provider.		(See page 72)
U18	Total Copy Count is limit, consult your Key Operator.		

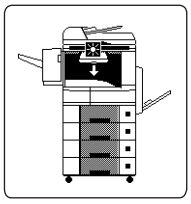
■ Problem Solving (Continued)

● Removing Misfed Paper (Paper Entry Area/1st Paper Tray)

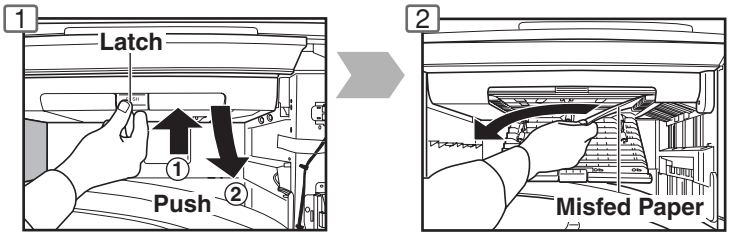




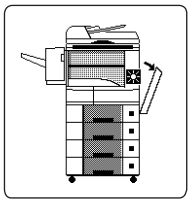
● Removing Misfed Paper (Paper Transport Area)

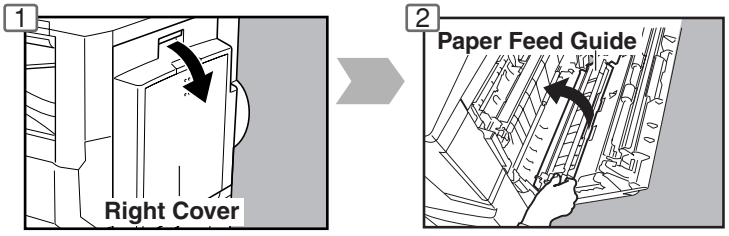


When the optional finisher/outer tray is installed.

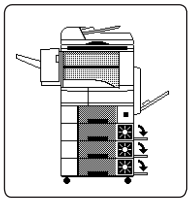


● Removing Misfed Paper (Automatic Duplex Unit)

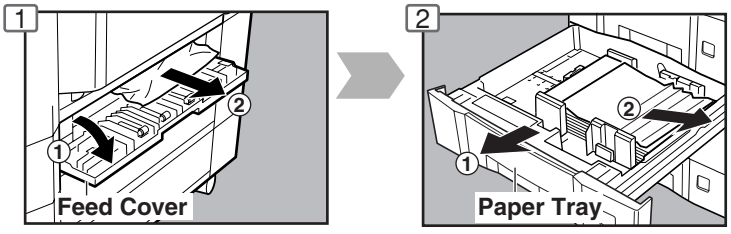


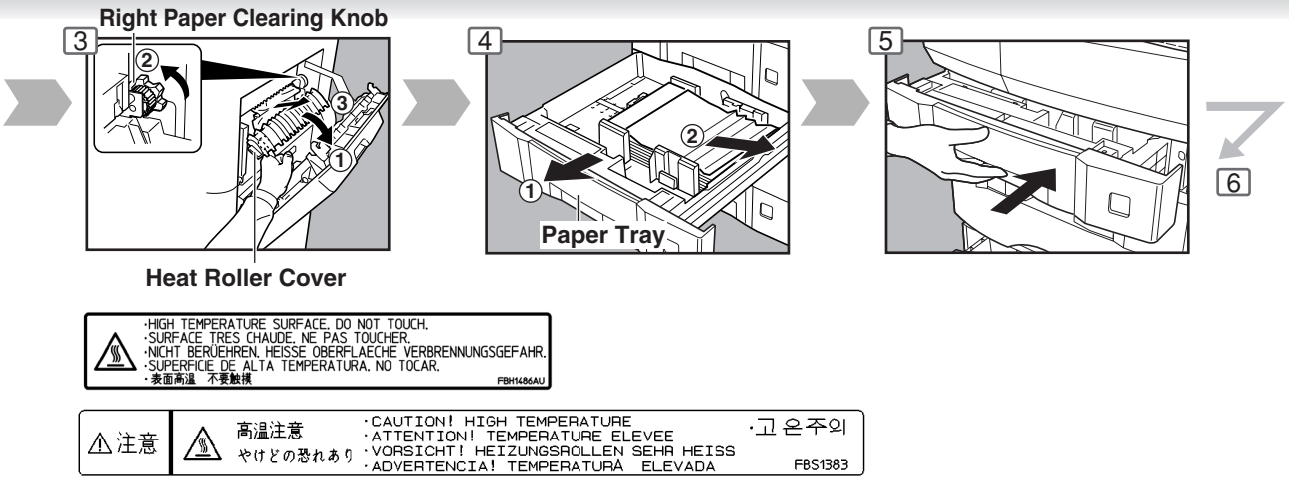


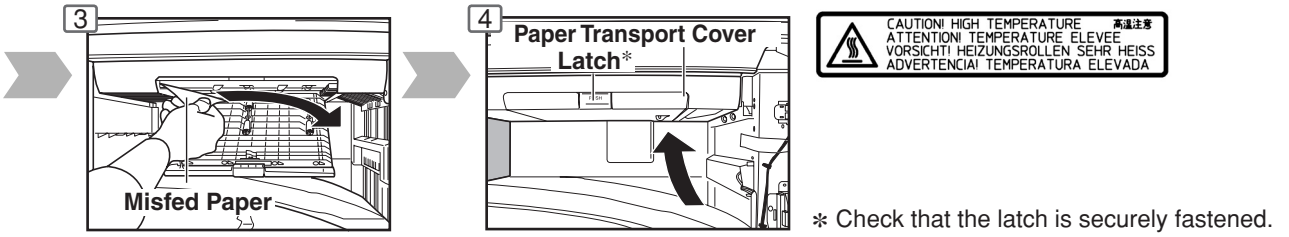
● Removing Misfed Paper (2nd and 3rd/4th Paper Tray)



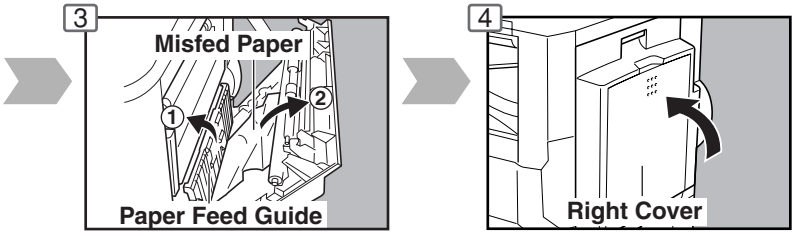
Options
3rd Paper Tray (DA-DS303)
4th Paper Tray (DA-DS304)

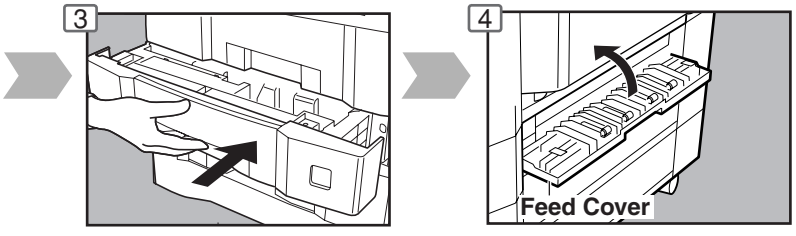






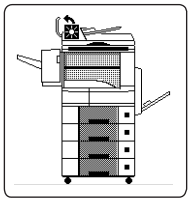
* Check that the latch is securely fastened.

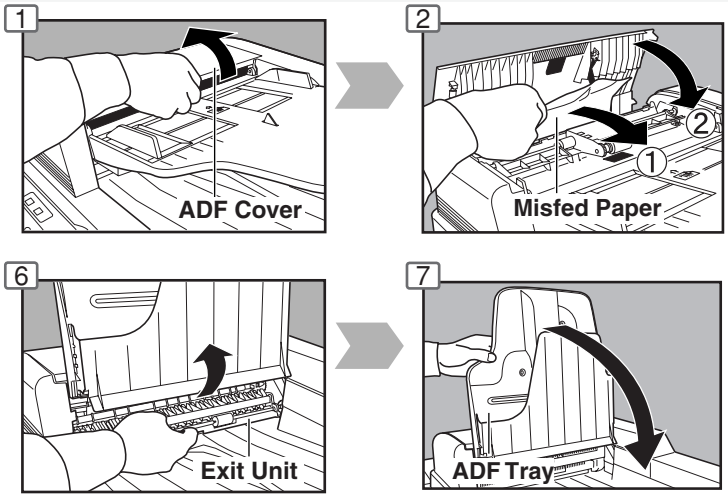




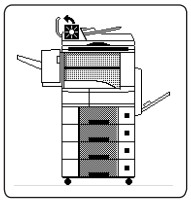
■ Problem Solving (Continued)

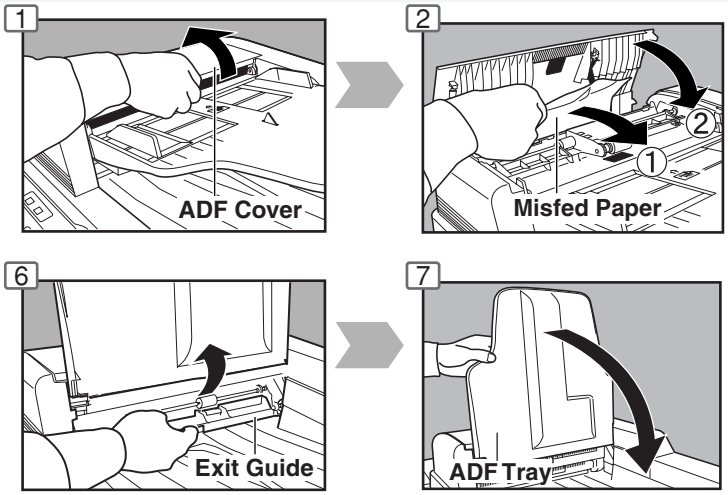
● Removing Misfed Paper (i-ADF)



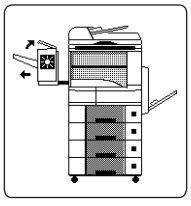


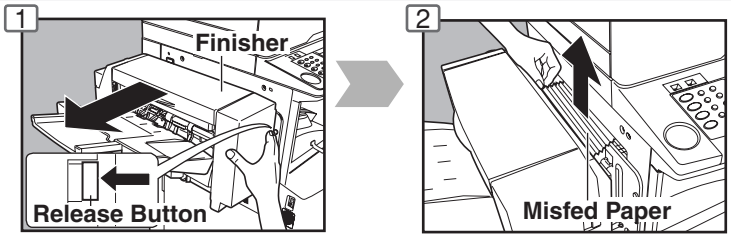
● Removing Misfed Paper (ADF)

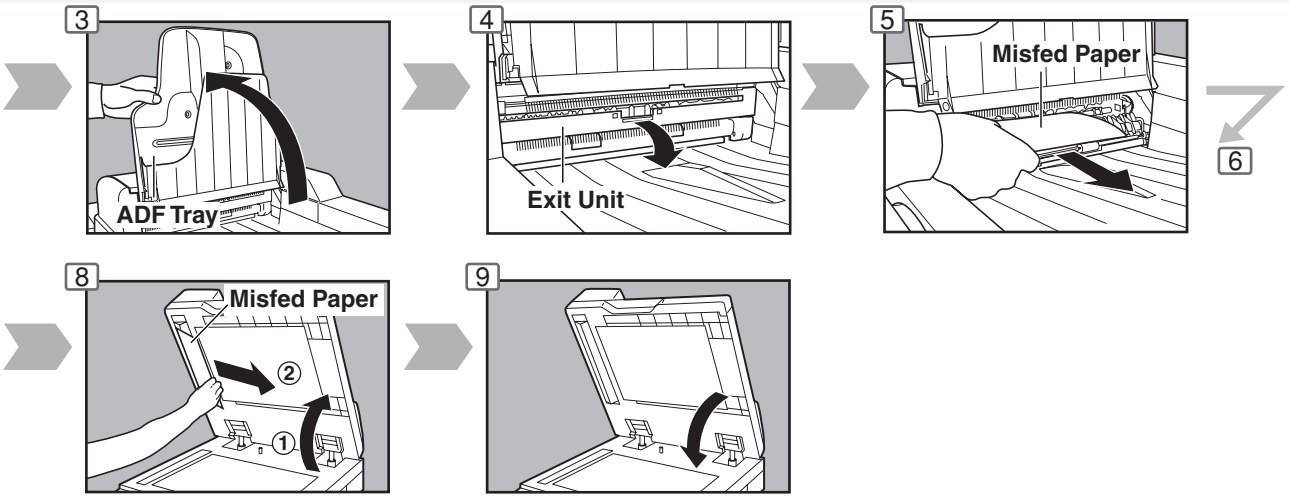


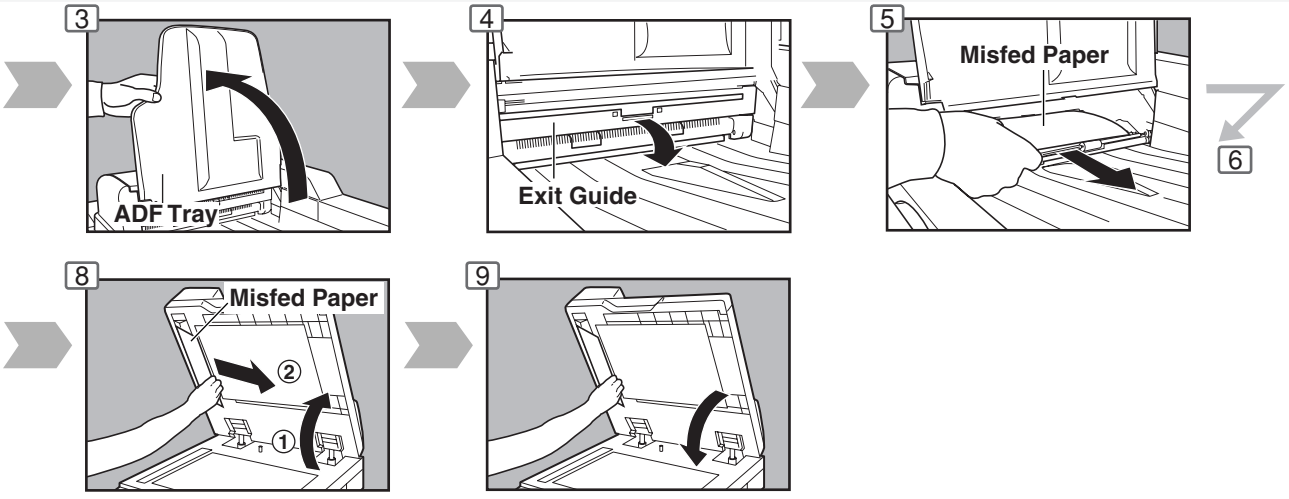


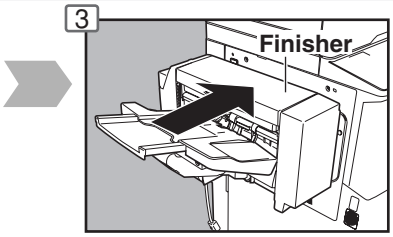
● Removing Misfed Paper (Finisher)







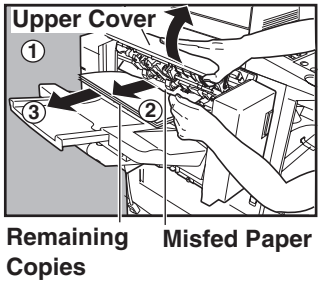




NOTE:
If the misfed indication remains, open the upper cover and remove misfed paper.

When using the Staple Sort, Shift-Sort or Shift-Group mode, remove remaining copies on the staple tray.

Then copy job will restart.



Before Starting

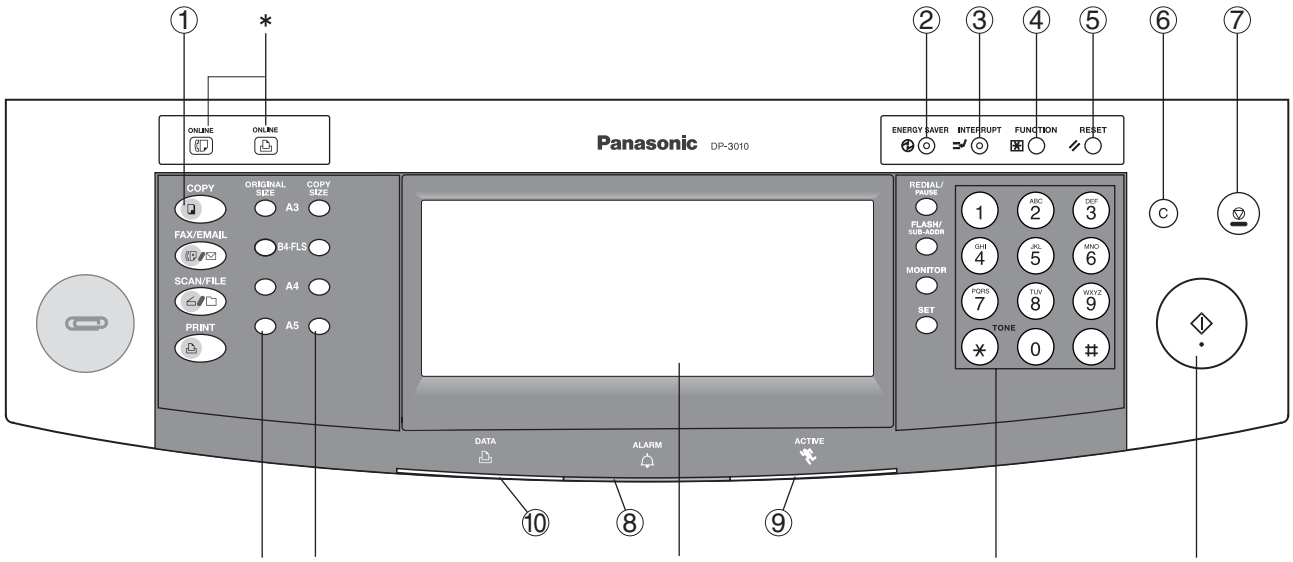
Energy Star

As an **ENERGY STAR**® Partner, Panasonic has determined that this product meets the **ENERGY STAR**® guidelines for energy efficiency.

This voluntary program specifies certain energy consumption and usage standards. This product will automatically “power down” after a specified period of non-use. The use of this **ENERGY STAR**® compliant product will reduce energy consumption and ultimately benefit the environment.

The default functions can be adjusted depending on your office requirements. Please ask your authorised Panasonic dealer for more details.

Control Panel



No.	Contents
①	**COPY Key** ● Press when using the unit as a photocopier.
②	**ENERGY SAVER Key** ● Can save power while the copier is not in use.
③	**INTERRUPT Key** ● Interrupts other copy or print jobs while making copies.
④	**FUNCTION Key** ● Use when changing the paper size, initial values for functions (default values) and key operator settings.
⑤	**RESET Key** ● Resets all features to the initial power-on state.
⑥	**CLEAR Key** ● Clears the copy count in the display.
⑦	**STOP Key** ● Stops the copy run.
⑧	**ALARM LED (RED)** ● Lights when trouble occurs.**
⑨	**ACTIVE LED (GREEN)** ● Lights when machine is active.
⑩	**PRINT DATA LED (GREEN)** ● Lights when print data receive.

* FAX/EMAIL ON LINE LED for optional FAX/Email functions
Print ON LINE LED for Printer function

NOTE

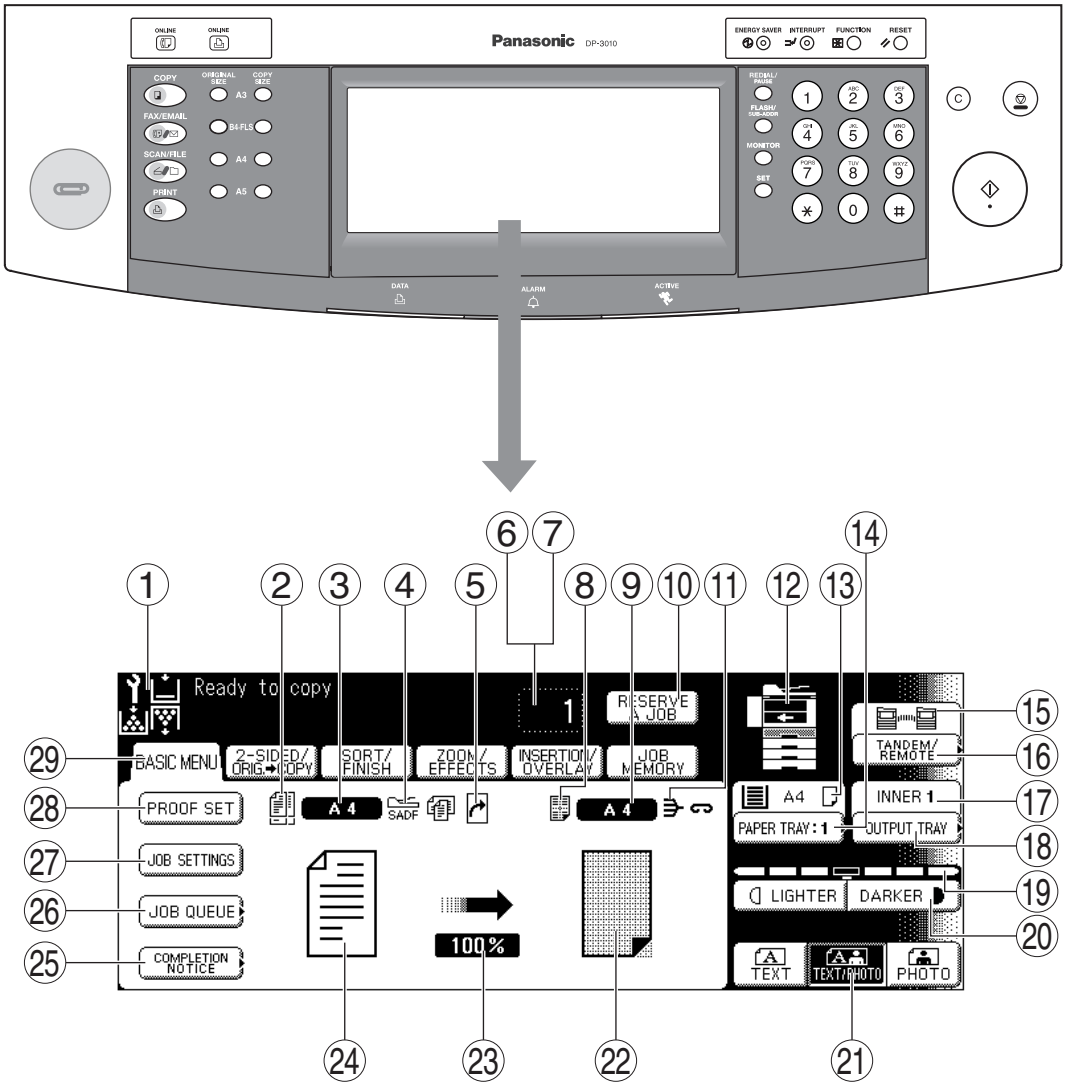
** When the machine detects a problem or an alarm status is activated, the ⑧ Alarm LED lights up or begins to flash.
LED Lights: Machine detected a trouble status
- No paper in the selected tray or toner has run out.
- Machine detected trouble, such as paper misfeed or jam.

LED Flashes: Machine detected an alarm status
- No paper in the tray. (tray not selected)
- Running low on toner etc.

● The Control Panel displayed above shows only copier functions. Please refer to the appropriate operating instructions for other control panel functions.

Before Starting

Touch Panel Display



NOTE

- Use only soft finger pressure to activate the Touch Panel Display. DO NOT USE SHARP OBJECTS such as pens, fingernails etc., as this may damage the panel.

- Touch Panel Display Brightness Adjustment:
  To adjust the brightness of the Touch Panel display, press and while holding down the "C" (CLEAR) key, keep pressing the "ORIGINAL SIZE/A3" or the "COPY SIZE/A3" keys until the desired brightness is achieved.

  ORIGINAL SIZE/A3 : Dimmer
  COPY SIZE/A3 : Brighter

■ Touch Panel Display Indications

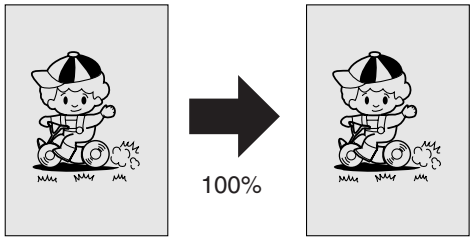
No.	Contents	See Page
①	Warning Indications : Add Toner : Add Paper : Call Service (Call your service provider) : Waste Toner	10 - 13
②	Original Icon	—
③	Original Size Indication	—
④	Job Build and SADF/Multi-Size Feed Mode Indication	34, 35
⑤	Rotate Mode Indication	—
⑥	Number of Copies	—
⑦	Machine / User Error Code Indication (E1-01, U13, etc.)	11 - 13
⑧	Copy Icon	—
⑨	Copy Size Indication	—
⑩	Reserve a Job Button	49
⑪	Finisher Functions Indication	36, 37
⑫	Machine Outline with Tray Selection (Paper Tray and Output Tray)	—
⑬	Paper Level and Size Indication	—
⑭	Paper Tray Selection Button	—
⑮	Tandem/Remote Button Indication	25
⑯	Tandem/Remote Button	25
⑰	Output Tray Indication	11
⑱	Output Tray Button	11
⑲	Density Indicator (7 steps)	11, 23
⑳	Manual Exposure Select Buttons (Lighter and Darker)	11, 23
㉑	Original Mode Select Button (Text; Text / Photo; Photo)	11, 23
㉒	Copy Image and Paper Image Indication	—
㉓	Copy Ratio Indication	—
㉔	Original Image Indication	—
㉕	Completion Notice Button	29
㉖	Job Queue Button	28
㉗	Job Settings Button	—
㉘	Proof Set Button	25
㉙	Function Categories	—

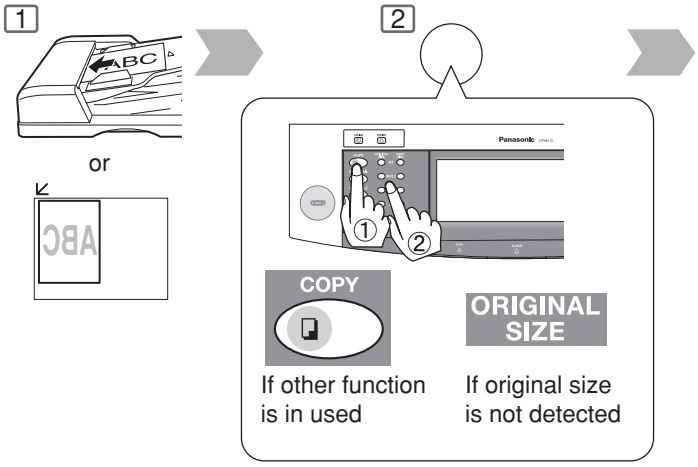
Making Copies

Basic Menu

■ Copying the Same Size Originals (1:1)

Copy size is automatically selected.



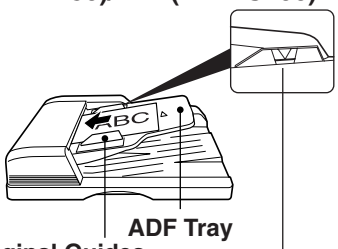


■ Notice for ADF/i-ADF (Option)

Inappropriate Originals

- Paper with a smooth surface such as glossy and coated papers
- Transparencies
- Originals with a Lead Edge that is “creased”, “folded”, “punched” or “glued”
- Paste-ups
- Pressure sensitive or carbon backed papers
- Paper with excessive curl
- Stapled originals
- Freshly printed copies from a laser printer

i-ADF(DA-AR250)/ADF(DA-AS200)



ADF Tray

Original Guides
Adjust to the original’s width

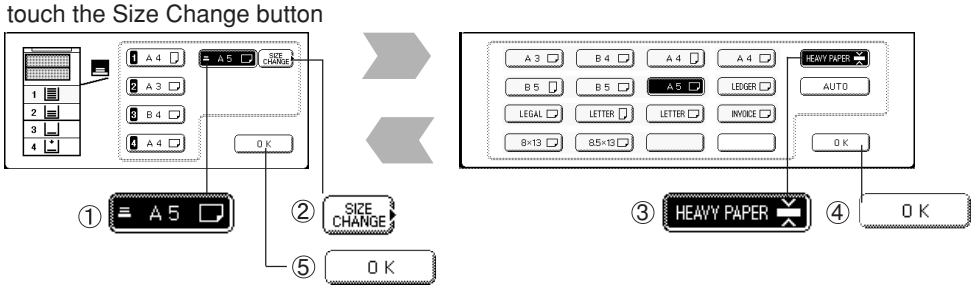
Set the originals up to the upper limit arrow

■ Notice for copying on the heavy paper (Postal Card etc.) (maximum 133 g/m²)

1 Load paper on the sheet bypass

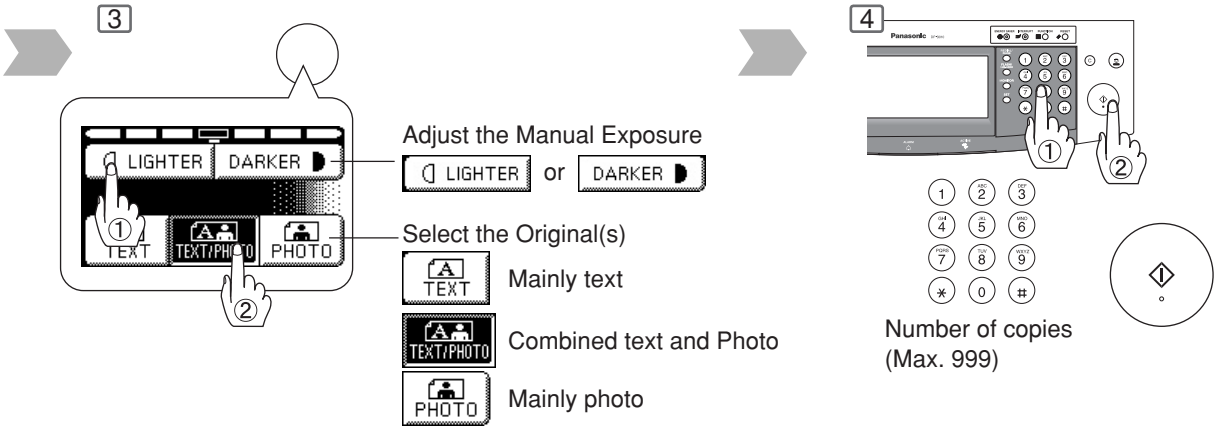
2 Select the sheet bypass and 4 touch the Size Change button

3 Select the heavy paper



NOTE

- During the copy operation and after making copies, the fan motor may start spinning. This is a normal operation and is used to cool down the copier.

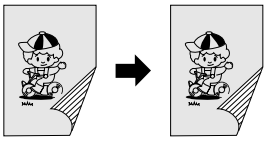


Features

Automatic Original Feeding

① Feeds original automatically
Up to 50/A4 size of 75 g/m² paper
(up to 30 B4 or A3 size)
Automatic original size detection
② A5 to A3

Duplex Copying (DA-AR250)



2-Sided originals

➡ 2 or 1-Sided copy automatically

(See pages 30, 32)

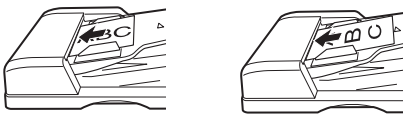
Insertion/Overlay

- Cover
- Page Insertion
- OHP Interleaving
- Presentation
- Overlay

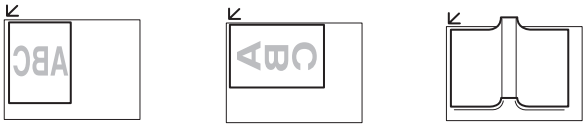
(See pages 44-47)

■ Position of the original(s)

From ADF/i-ADF



From Platen Glass



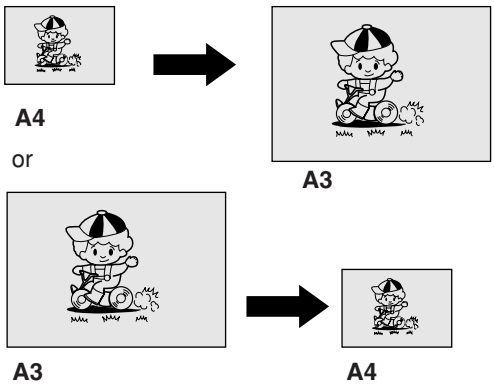
NOTE

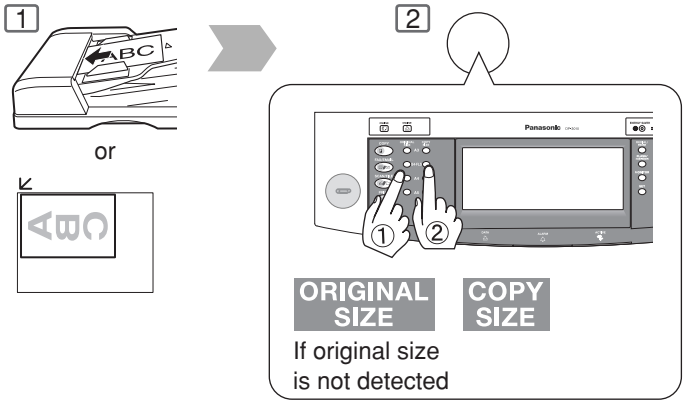
● Memory Capacity:
If the memory becomes full during original scanning, the message “Cannot Complete / Job Exceeds Memory Capacity” will be displayed on the LCD. If this occurs, follow the instructions on the LCD.
When additional memory is required, consult with an authorised servicing dealer.

Making Copies

Basic Menu

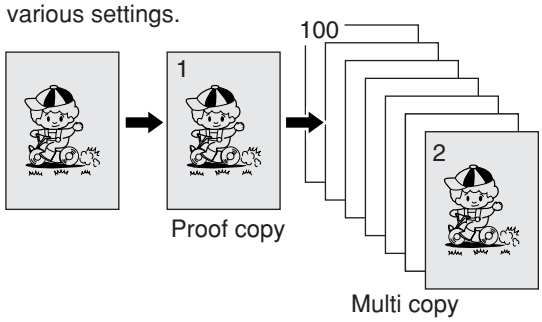
■ Copying with Preset Ratios

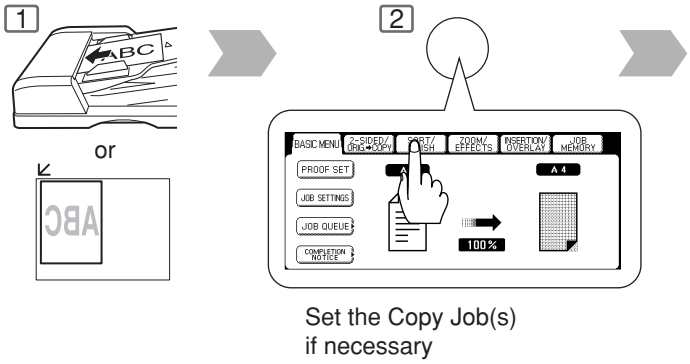




■ Proof Copying

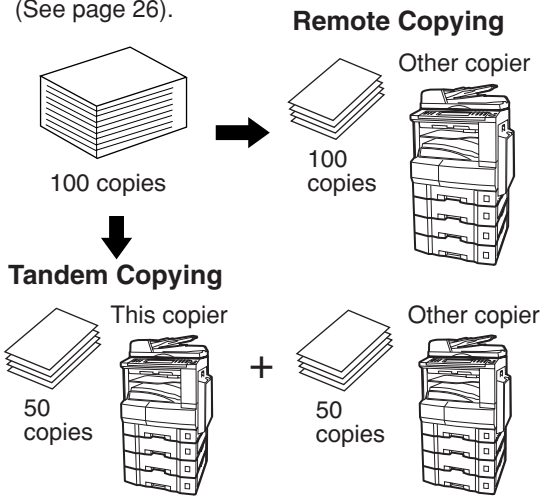
Allows you to make one proof set, before proceeding to copy a large multi-set with various settings.

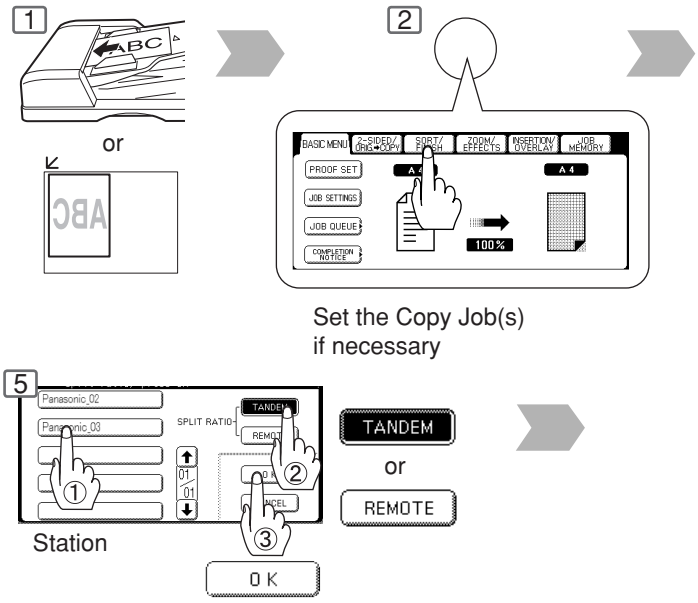




■ Tandem /Remote Copying

Required installation of optional Hard Disk Drive/ DA-HD30 and Image Memory (DA-SM16B/SM64B/ SM28B), network setup (See pages 56, 62) and registration of parameter of the user machine (See page 26).





NOTE

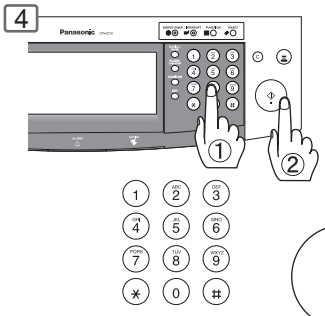
- If the desired copy size is different from the paper size loaded in the paper tray, use sheet bypass. (See page 10)
  The selected Remote printing copier, must be either DP-2310 or DP-3010.
  For the copier to function as a Remote/Tandem Copier it has to be setup in advance.

3 The Correct ratio is automatically selected.

Reduction and enlargement ratios (%)

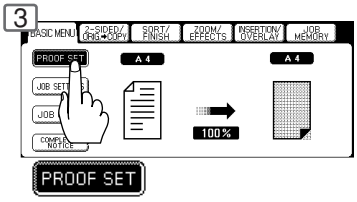
ORIGINAL SIZE	COPY SIZE			
	A3	B4	A4R	A5
A3	100	87	71	50
B4	115	100	82	58
A4R	141	122	100	71
A5	200	173	141	100

4

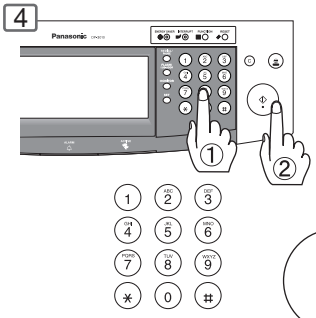


Number of copies
(Max. 999)

3

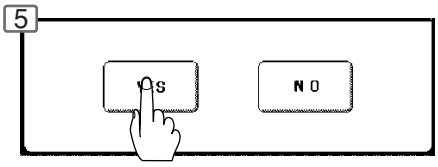


4



Number of copies
(Max. 999)

5

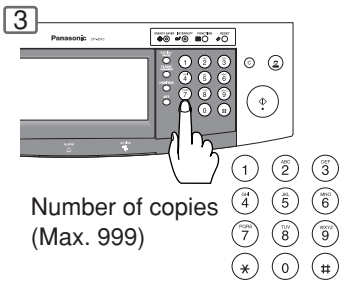


YES — If the Proof copy is OK, the remaining number of sets will be printed.

or

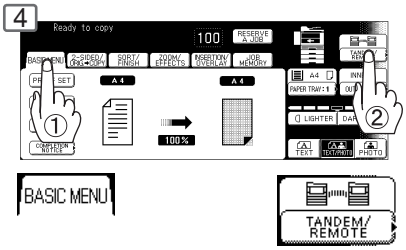
NO — If the Proof Copy is NG, again, place the originals back on the ADF (or Platen Glass) and try again.

3



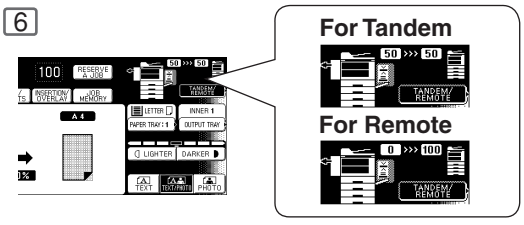
Number of copies
(Max. 999)

4



5

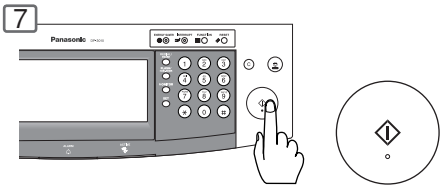
6



For Tandem

For Remote

7



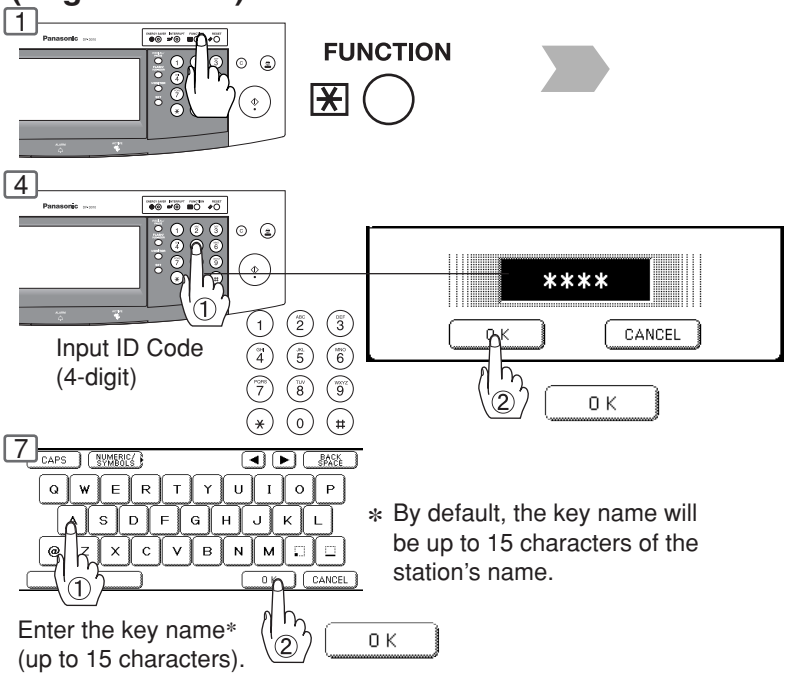
NOTE Press the PROOF SET button again if the Proof Copying mode was reset.

Making Copies

Basic Menu

■ Tandem/Remote Copy Settings (Registration 1)

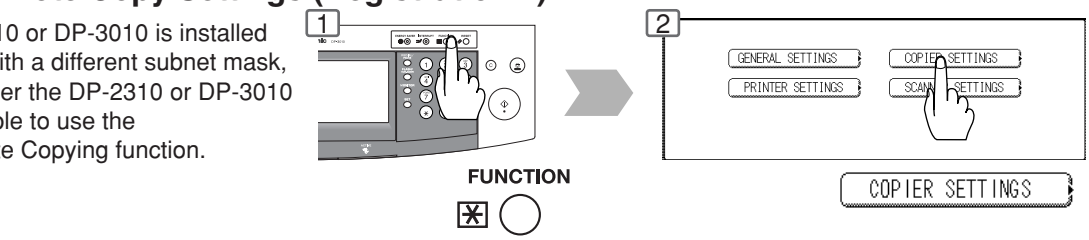
It is necessary to input the Key Operator ID code.



* By default, the key name will be up to 15 characters of the station's name.

■ Tandem/Remote Copy Settings (Registration 2)

If either DP-2310 or DP-3010 is installed on a network with a different subnet mask, must first register the DP-2310 or DP-3010 before being able to use the Tandem/Remote Copying function.



IP Address
Ex: 123.123.12.1
When entering a one or two digit address, add "00 " or "0" in front of the address, or enter "∗" after address.

■ Tandem/Remote Copy Settings (Editing)

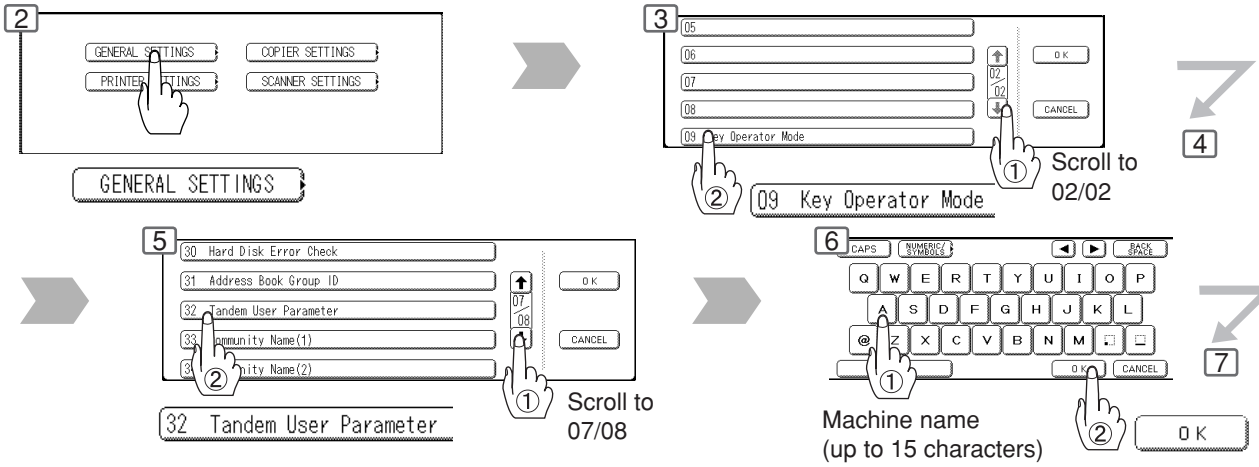
To edit the registered machine's settings (IP Address, machine name or key name).

1 Open the screen 04/04 same as above procedures (Registrations).

■ Tandem /Remote Copy Settings (Deleting)

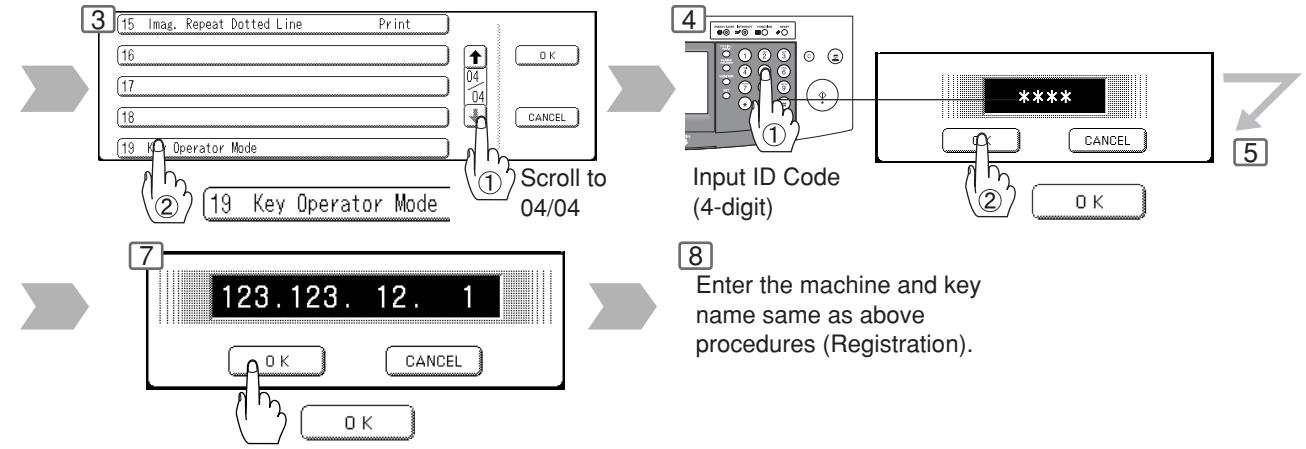
To delete the registered machine.

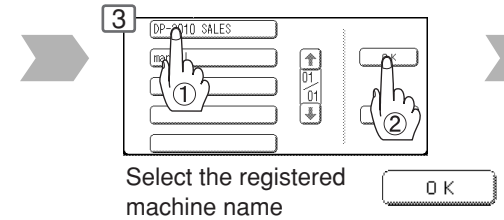
1 Open the screen 04/04 same as above procedures (Registrations).

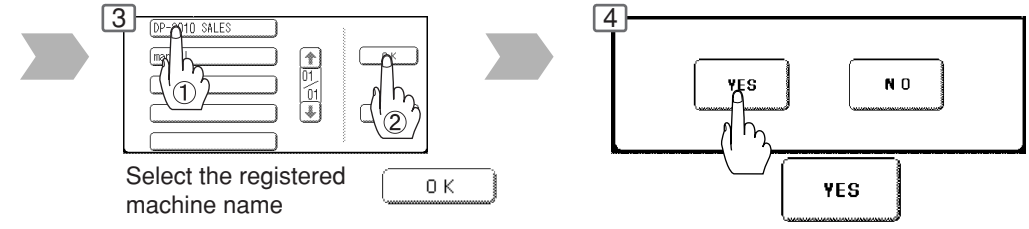


Button name of Keyboard

CAPS	To input capital letter.	◀ ▶	To move the cursor (_) to the left or right side.
NUMERIC/ SYMBOLS	To input number and symbol mark.	BACK SPACE	To erase the character before the cursor.




3
Select the registered machine name
OK
4
Enter the new IP Address same as above procedures (Registration).
5
Enter the machine and key name same as above procedures (Registration).

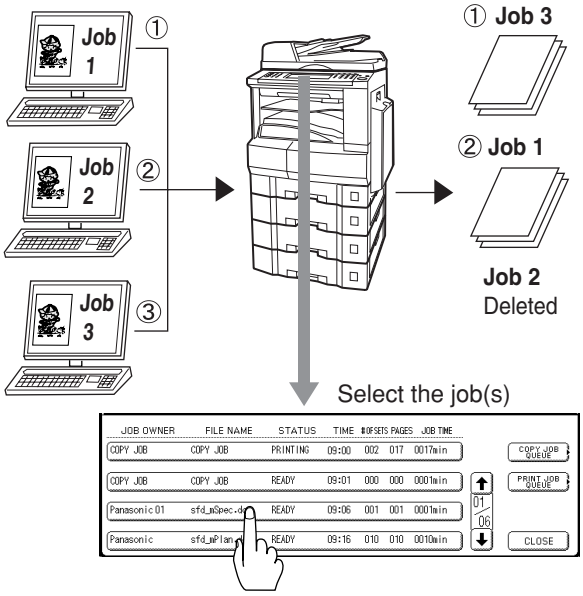


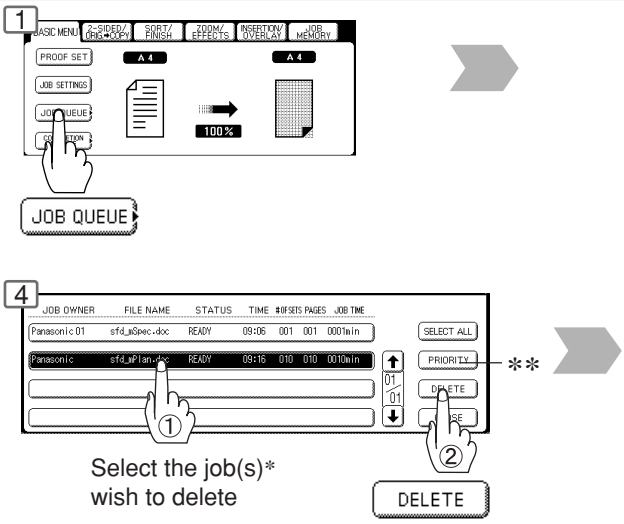
Making Copies

Basic Menu

■ Job Queue

Can refer to a job list waiting for printing, delete or change of priority (only for print job).

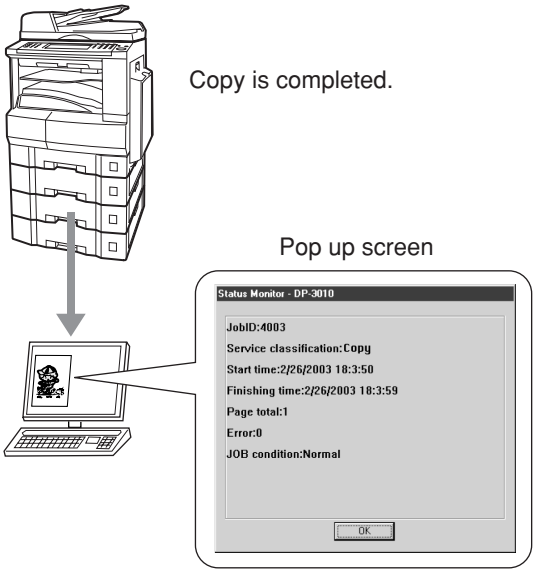

Job 1
Job 2
Job 3
① Job 3
② Job 1
Job 2
Deleted
Select the job(s)
JOB OWNER FILE NAME STATUS TIME #OFSETS PAGES JOB TIME
COPY JOB COPY JOB PRINTING 09:00 002 017 0017min
COPY JOB COPY JOB READY 09:01 000 000 0001min
Panasonic 01 sfd_uSpec.doc READY 09:06 001 001 0001min
Panasonic sfd_uPlan.doc READY 09:16 010 010 0010min
COPY JOB QUEUE
PRINT JOB QUEUE
CLOSE

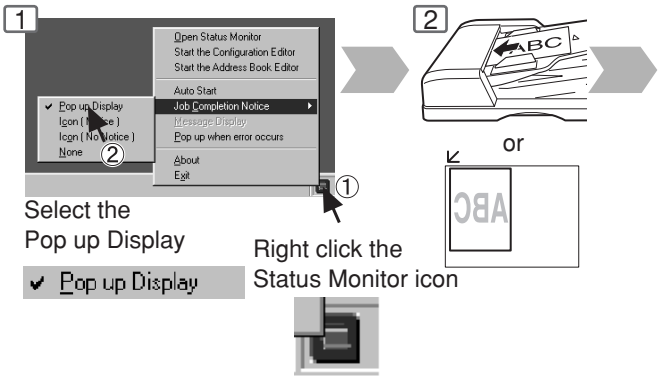


* You can select to delete multiple or all jobs.
** Priority can be selected for print jobs only when the optional HDD is installed.

■ Completion Notice

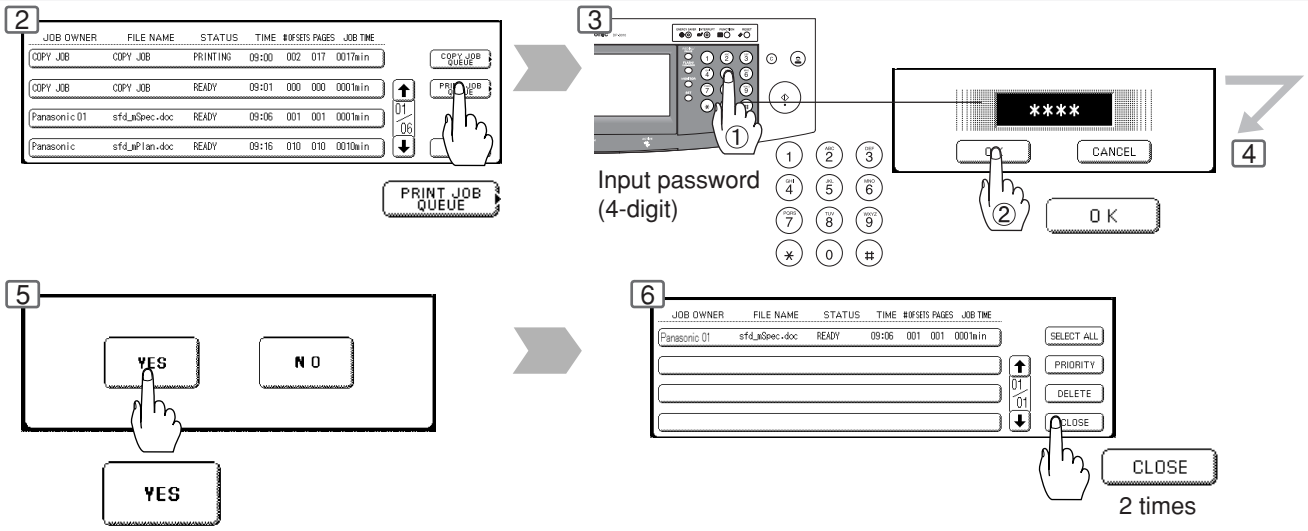
A Job Completion Notice via a pop up screen on the PC when the Copy Job is completed.
Before using the Completion Notice, install the Panasonic-DMS included with the machine.

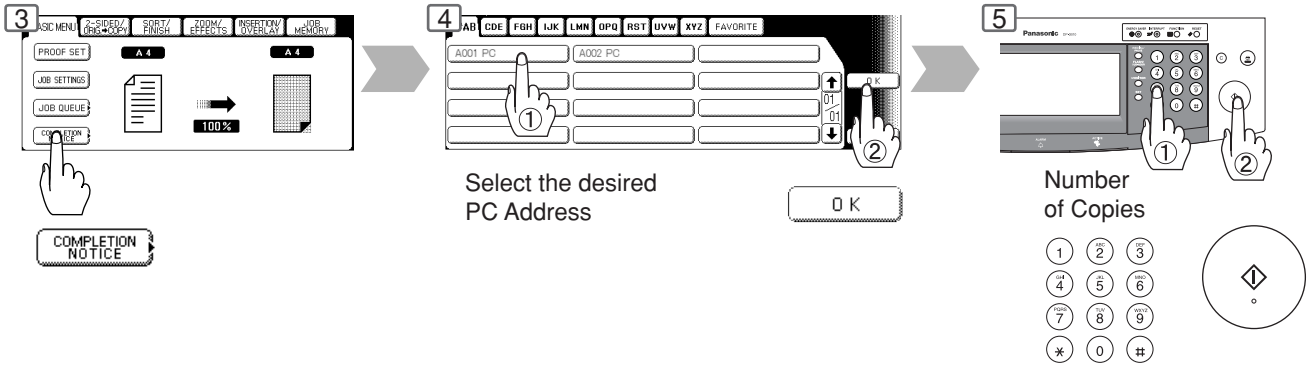




NOTE

● The PRINT JOB QUEUE requires the Key Operator's Password, however, the COPY JOB QUEUE does not require a password.
The Job Queue selection function is only available when the optional HDD is installed.





NOTE

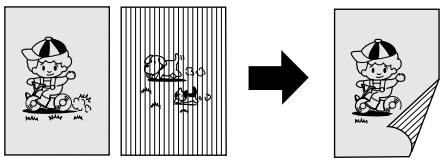
- This Completion Notice is available only when connected to the network. To reset the Completion Notice, press the CANCEL button.

Making Copies

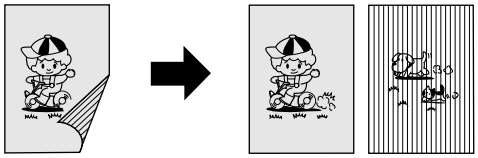
2-Sided/Original ➞ Copy

■ 1 ➞ 2, 2 ➞ 1, 2 ➞ 2 Copy

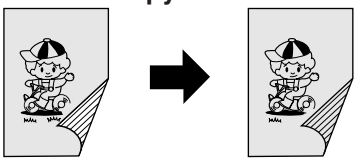
● **1 ➞ 2 Copy**

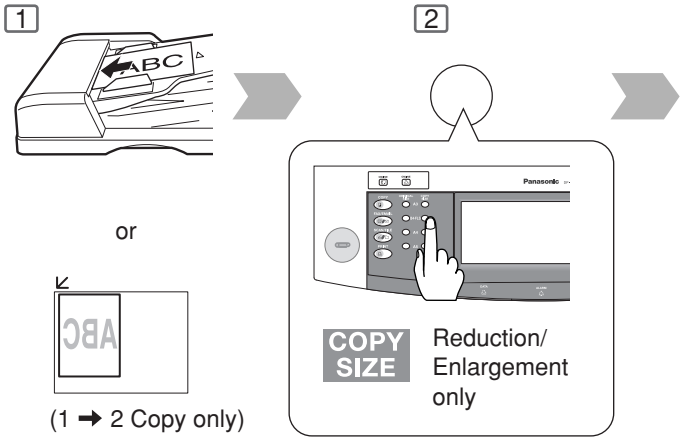


● **2 ➞ 1 Copy**



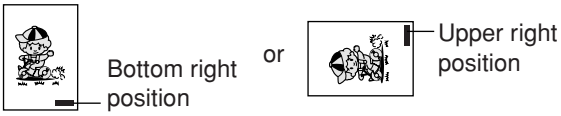
● **2 ➞ 2 Copy**





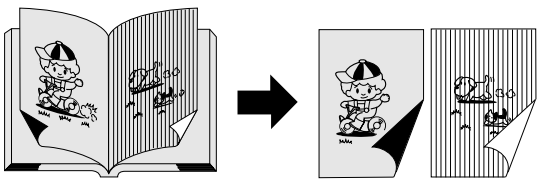
● **Duplex Notice function**

"2-SIDED PRINT" is printed on the copy.

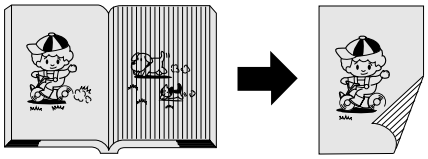


■ Book ➞ 2 Copy

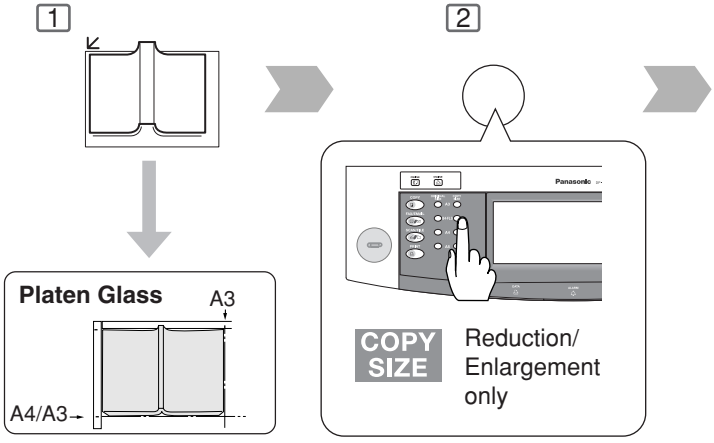
● **Book ➞ 2 Copy**



(1st Page BLANK)

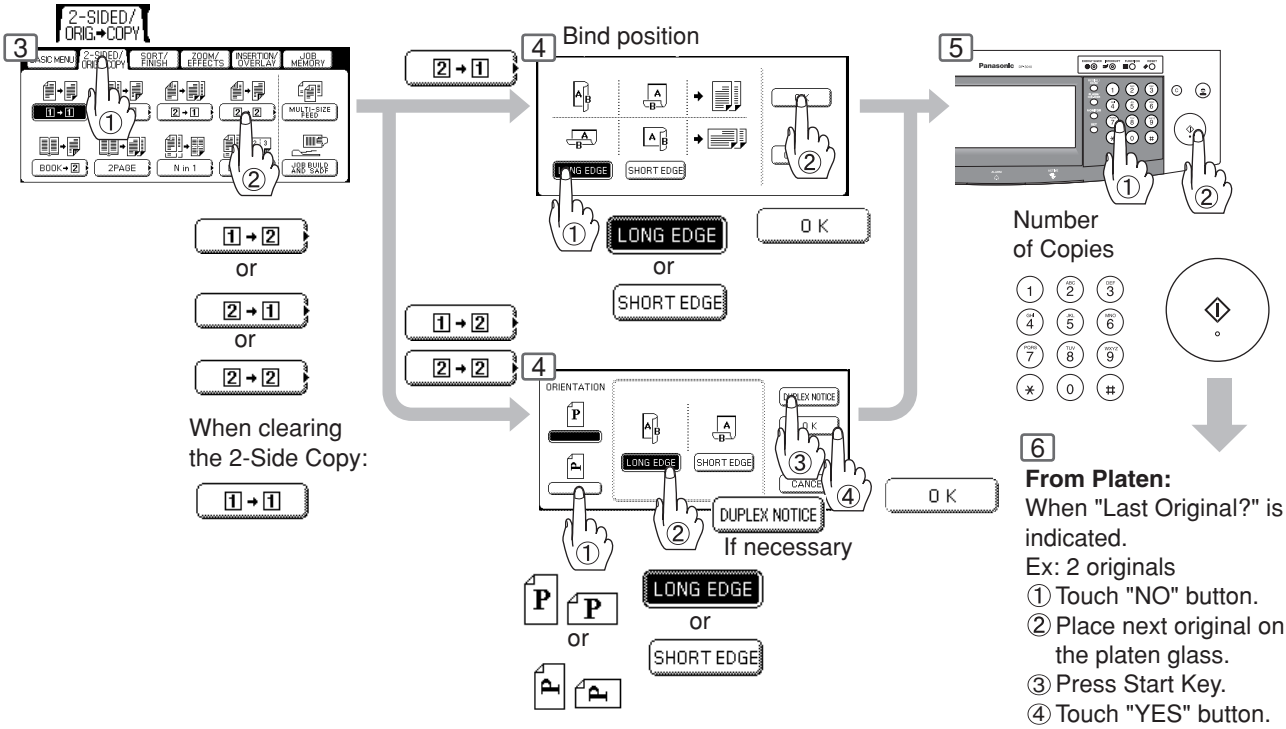


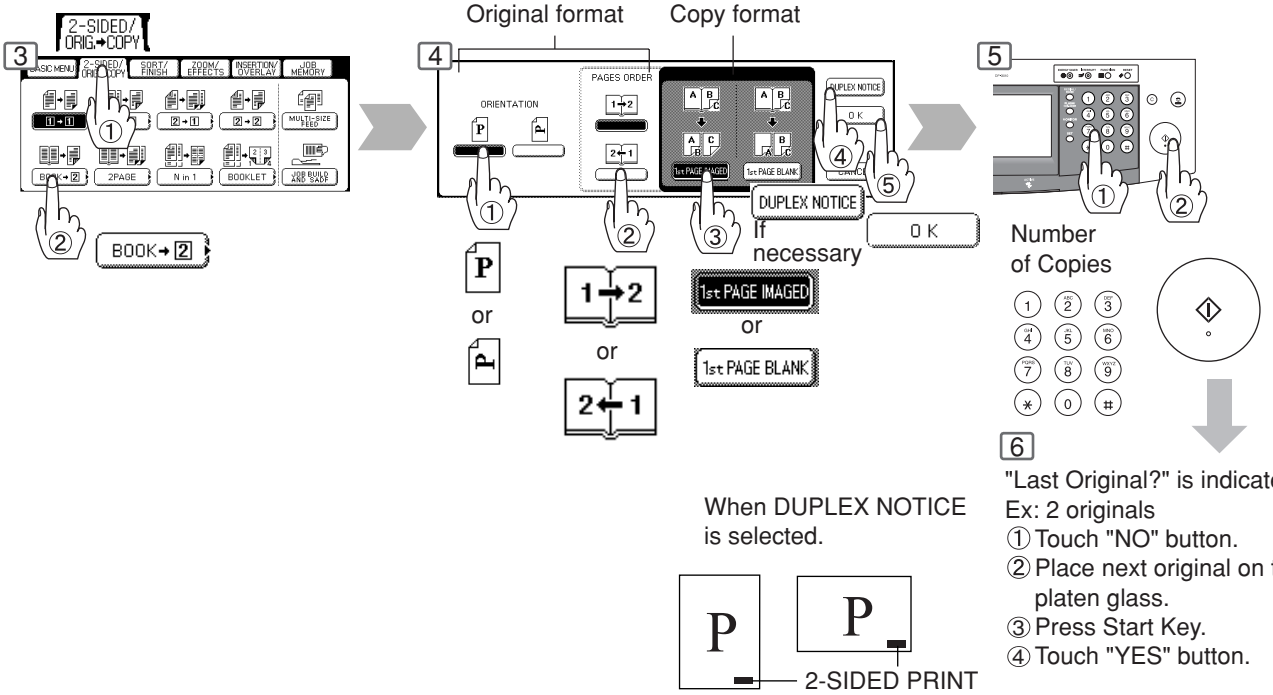
(1st Page IMAGED)



● **Duplex Notice function**

"2-SIDED PRINT" is printed on bottom right position of the copies.


3
2-SIDED/ ORIG.→COPY
1→2
or
2→1
or
2→2
When clearing the 2-Side Copy:
1→1
4
Bind position
LONG EDGE
SHORT EDGE
O K
or
SHORT EDGE
1→2
2→2
4
ORIENTATION
DUPLEX NOTICE
LONG EDGE
SHORT EDGE
O K
DUPLEX NOTICE
If necessary
LONG EDGE
or
SHORT EDGE
5
Number of Copies
6
From Platen:
When "Last Original?" is indicated.
Ex: 2 originals
① Touch "NO" button.
② Place next original on the platen glass.
③ Press Start Key.
④ Touch "YES" button.
When DUPLEX NOTICE is selected.
2-SIDED PRINT

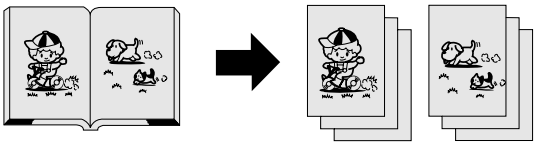

3
2-SIDED/ ORIG.→COPY
BOOK→2
Original format
Copy format
4
ORIENTATION
PAGES ORDER
1→2
2→1
DUPLEX NOTICE
O K
1st PAGE IMAGED
1st PAGE BLANK
DUPLEX NOTICE
If necessary
O K
or
1→2
or
2←1
1st PAGE IMAGED
or
1st PAGE BLANK
5
Number of Copies
6
"Last Original?" is indicated.
Ex: 2 originals
① Touch "NO" button.
② Place next original on the platen glass.
③ Press Start Key.
④ Touch "YES" button.
When DUPLEX NOTICE is selected.
2-SIDED PRINT

Making Copies

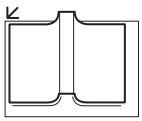
2-Sided/Original ➞ Copy

■ 2 Page Copy

Copying two facing pages or a A3 size original on two separate A4 size sheets.

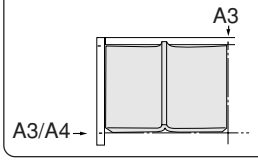


1

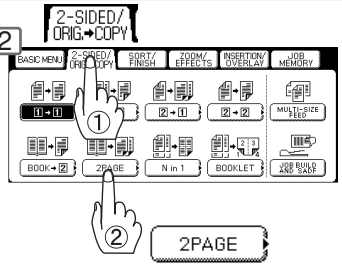


Platen Glass

Example: A3 size original



2

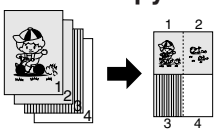


■ N in 1 Copy

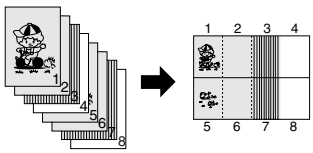
From two/four/eight 1-Sided originals, side by side, to 1-Sided pages.

● **2 in 1 Copy**

● **4 in 1 Copy**



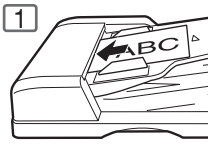
● **8 in 1 Copy**



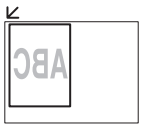
● **2-Sided Copy**

From 4/8/16 1-Sided originals, side by side, to 2-Sided copies.

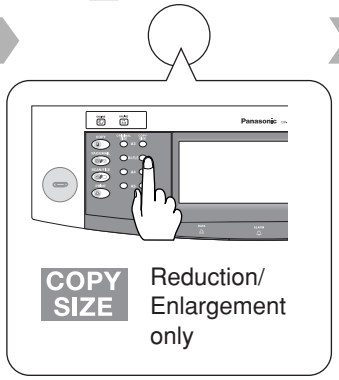
1



or



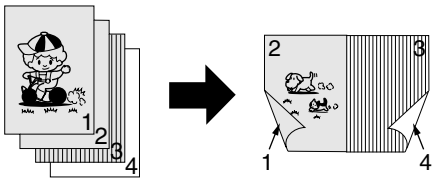
2



When 2 in 1 copying onto a different paper size than the original, select desired copy paper size using "COPY SIZE" key (and not "PAPER TRAY" button of LCD touch panel).

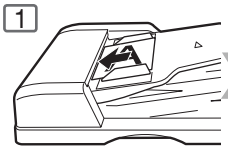
■ Booklet Copy

Prints/Copies output in order so document can be folded like a book.

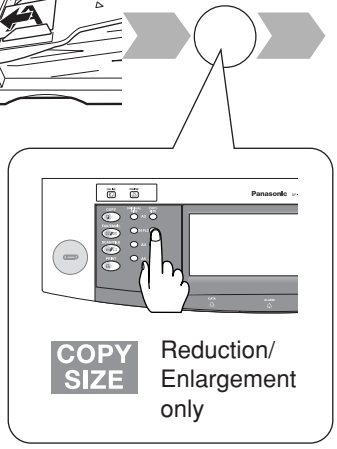


A4 or A5 originals only

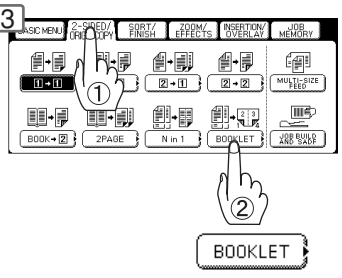
1



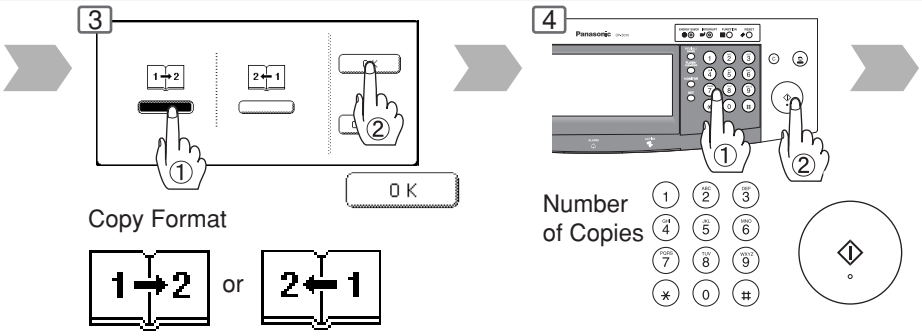
2

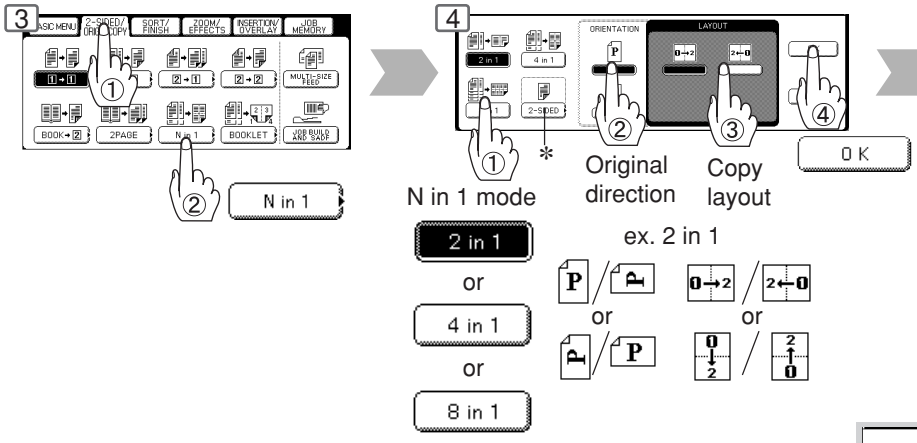


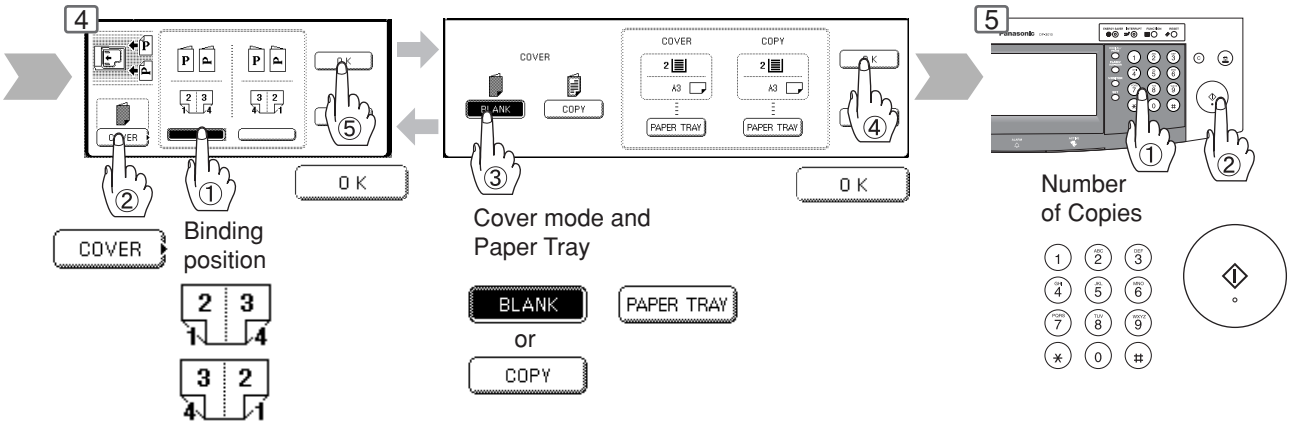
3



∗ Default copy size is Reduce, copy size can be selected with 100 % or Reduce.


3
4
5
OK
Copy Format
1→2
or
2←1
Number
of Copies
"Last Original?" is indicated.
Ex: 2 originals
① Touch "NO" button.
② Place next original on the platen glass.
③ Press Start Key.
④ Touch "YES" button.


3
4
5
N in 1
OK
N in 1 mode
2 in 1
or
4 in 1
or
8 in 1
Original
direction
Copy
layout
ex. 2 in 1
Number
of Copies
From Platen Glass:
Same Procedures as for 2 Page Copy
● Copy is automatically reduced.
2 in 1: 71 %, 4 in 1: 50 %, 8 in 1: 35 %
(ex. A4 to A4- size)
✻ When the N in 1 Copying with 2-Sided copy.
"2-SIDED PRINT" will be printed on the copy.
LONG EDGE
SHORT EDGE
Binding position
LONG EDGE or SHORT EDGE

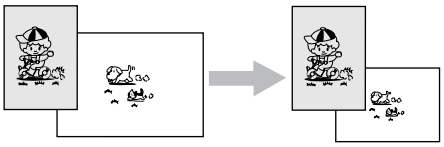

4
5
COVER
OK
Binding
position
2 3
1 4
3 2
4 1
Cover mode and
Paper Tray
BLANK
or
COPY
PAPER TRAY
Number
of Copies

Making Copies

2-Sided/Original ➞ Copy

■ Multi-Size Feeding

Use this function when copying mixed A3/A4 size originals using the i-ADF/ADF. Original size can be detected automatically then can be copied full size or same size.

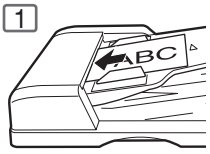


A4 + A3 originals

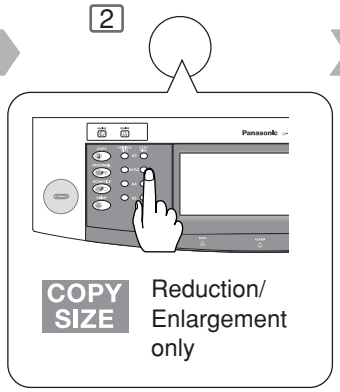
A4 + A4R Copies

Originals	Copies	
	Full Size	Reduction
A3	A3	A4/A4R
A4	A4	A4/A4R

1



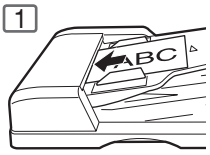
2



■ JOB BUILD AND SADF Mode

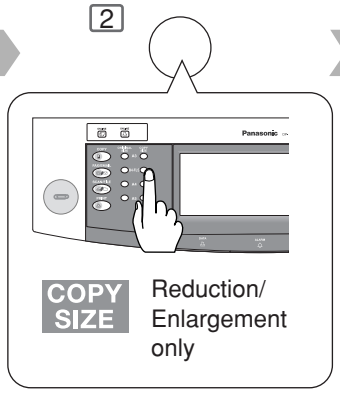
Special originals (like thin paper, etc.) can be fed from the i-ADF/ADF Tray and copied continuously using the JOB BUILD AND SADF Mode.

1

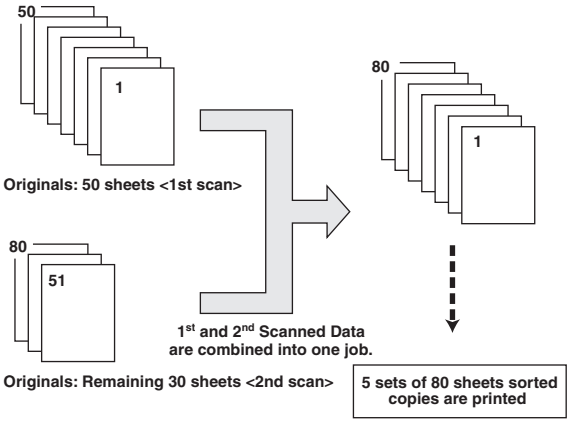


Place the original One at a Time or up to 50* sheets (80 g/m²)
* 30 sheets/A3, B4

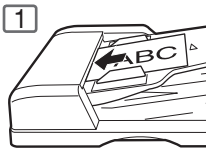
2



Example: To make 5 sets of sorted copies of 80 sheets of originals. (A4 size)

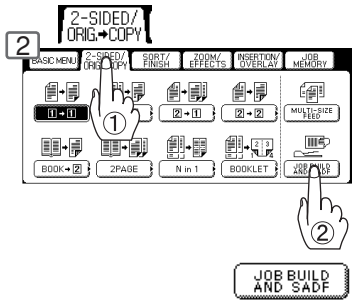


1



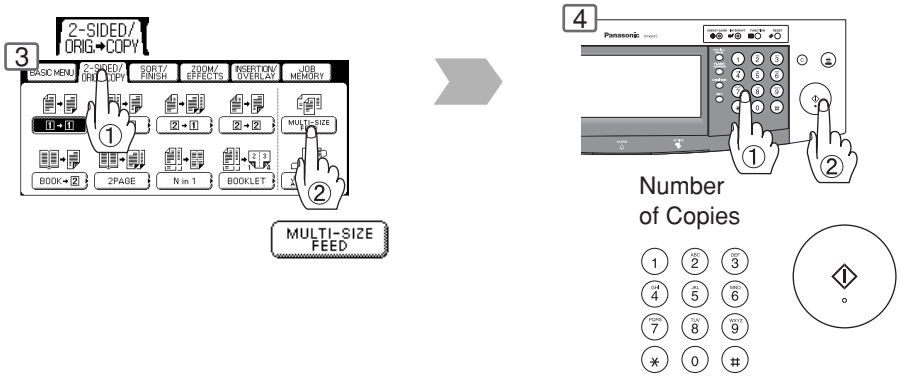
Place the first 50 sheets of originals on the i-ADF/ADF Tray.

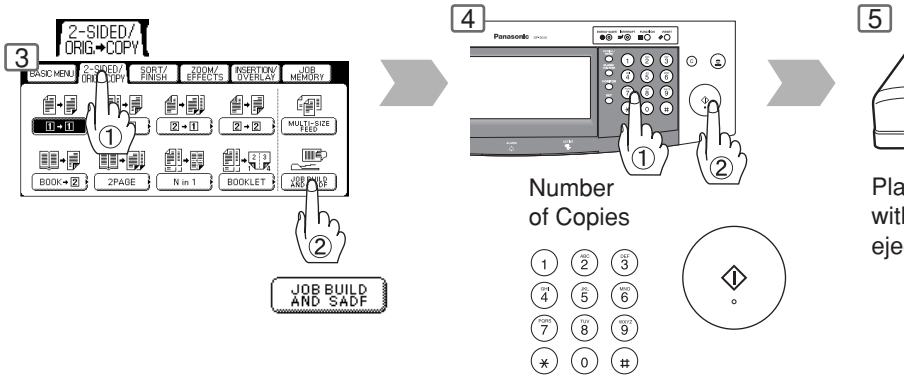
2

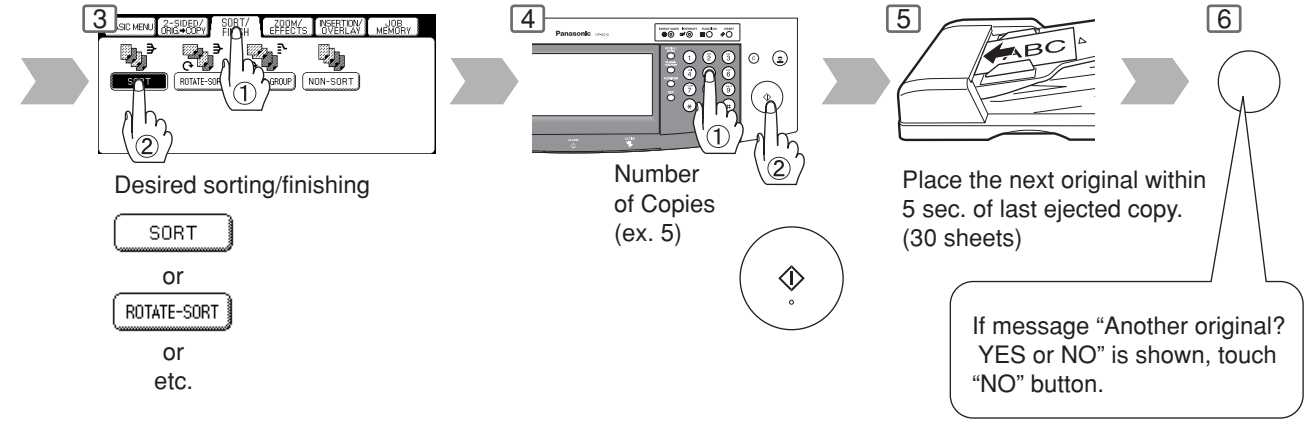


NOTE

- Multi-Size Feeding Function cannot be combined in another 2-sided/original ➞ copy function.
- JOB BUILD AND SADF function cannot be combined with 2 ➞ 1 and 2 ➞ 2.
- Optional Image Memory or Hard Disk Drive may be required.


3
2-SIDED/ ORIG.→COPY
BASIC MENU
2-SIDED/ ORIG.→COPY
SORT/ FINISH
ZOOM/ EFFECTS
INSERTION/ OVERLAY
JOB MEMORY
MULTI-SIZE FEED
BOOK→2
2PAGE
N in 1
BOOKLET
MULTI-SIZE FEED
4
Number of Copies


3
2-SIDED/ ORIG.→COPY
JOB BUILD AND SADF
4
Number of Copies
5
ABC
Place the next original within 5 sec. of last ejected copy.
6
If message “Another original? YES or NO” is shown, touch “NO” button.

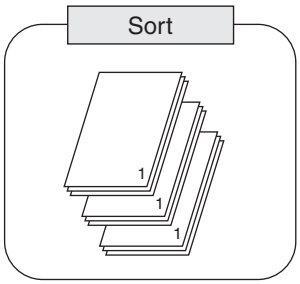

3
SORT
ROTATE-SORT
NON-SORT
Desired sorting/finishing
SORT
or
ROTATE-SORT
or
etc.
4
Number of Copies (ex. 5)
5
ABC
Place the next original within 5 sec. of last ejected copy. (30 sheets)
6
If message “Another original? YES or NO” is shown, touch “NO” button.

Making Copies

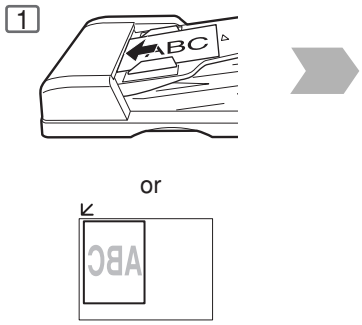
Sort/Finish

■ When using Sort Mode

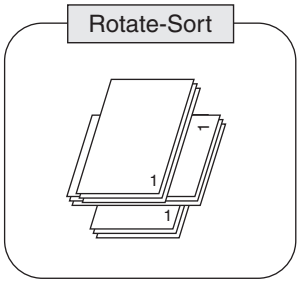
Sort



Multiple copy sets are sorted automatically.

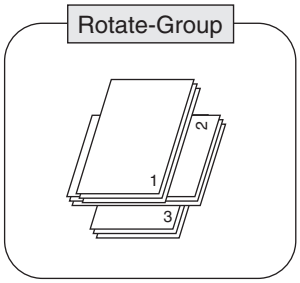


Rotate-Sort



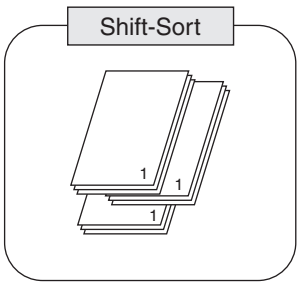
Multiple copy sets are sorted automatically and stacked in alternate direction (rotate).
(A4 size only)
Note: For this function both A4 (portrait) and A4R (landscape) need to be available.

Rotate-Group



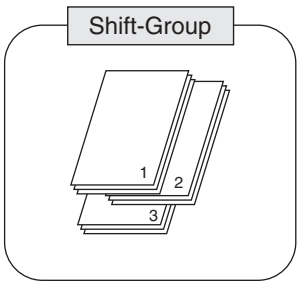
Multiple copies of individual pages are stacked in alternate direction (rotate).
(A4 size only)

Shift-Sort



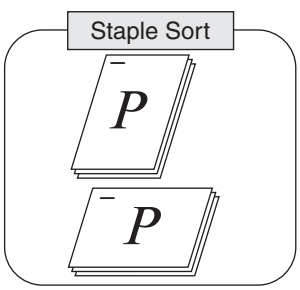
When optional finisher (DA-FS300) is installed.
Offset using electronic sorting
(A4, A4R, B4, A3)

Shift-Group



When optional finisher (DA-FS300) is installed.
Offset using electronic sorting
(A4, A4R, B4, A3)

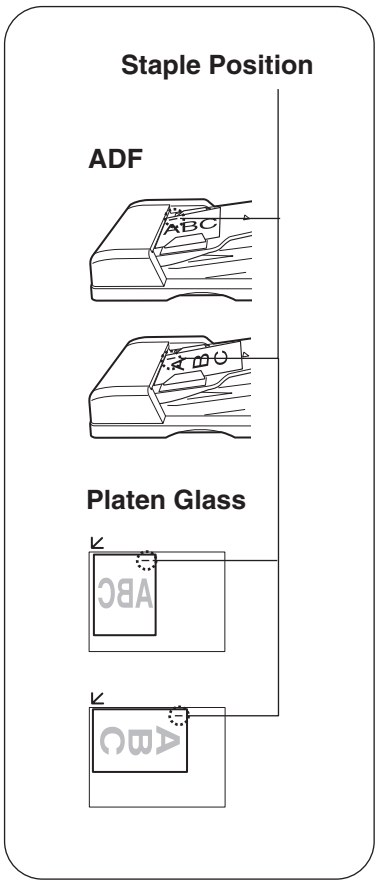
Staple Sort

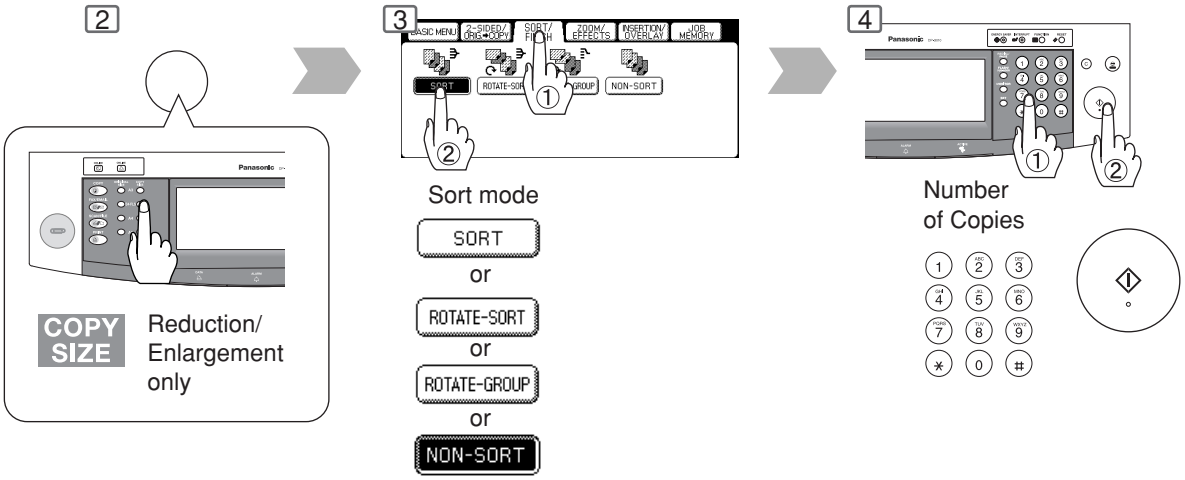


When optional finisher (DA-FS300) is installed.
Sort by stapling sets.
Up to 30 sheets.
(A4, A4R, B4, A3)

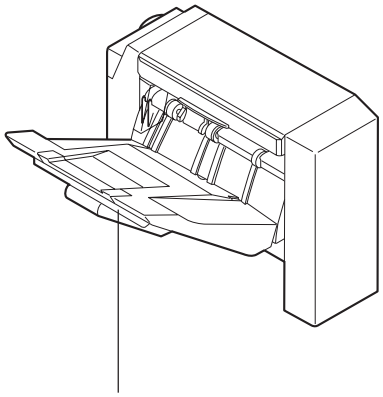
Non-Sort

Copy is stored on the tray.





1-Bin Finisher (DA-FS300)

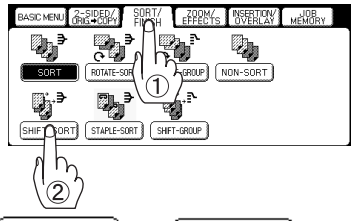


Bin

- Stapling (Up to 30 sheets: A4/A4R, 20 sheets: B4/A3)
- Shift electronic sort
- When copying with B4/A3 size, pull out the bin until it stops.

When the optional finisher is installed, this screen will be changed as follows:

For DA-FS300



SHIFT-SORT or STAPLE-SORT or SHIFT-GROUP

- **Paper Capcity** (80 g/m^2 Paper)

Paper Size	Non-sot/Rotate	Shift	Staple*
A5, A4	500	500	10 to 30 Sheets: 45 to 16 Sets
		(Max. 30 Sheets/Shift)	2 to 9 Sheets: 70 to 50 Sets
B4, A3	250	250	10 to 20 Sheets: 25 to 12 Sets
		(Max. 20 Sheets/Shift)	2 to 9 Sheets: 70 to 28 Sets

(A5 Size is only available in Non-sort mode)

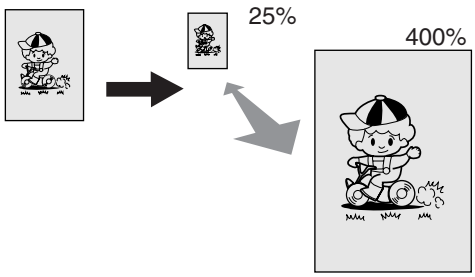
*Ex: A4 Size
10 Sheets: 45 Sets
30 Sheets: 16 Sets

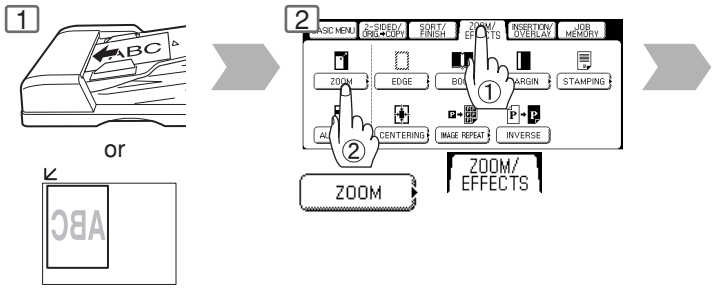
Making Copies

Zoom/Effects

■ Zoom

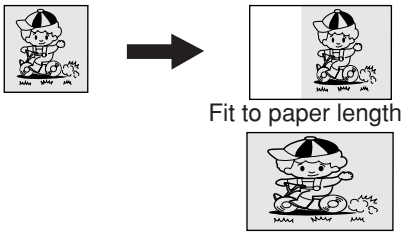
Copies with variable zoom ratios from 25 % to 400 % in 1 % increments.

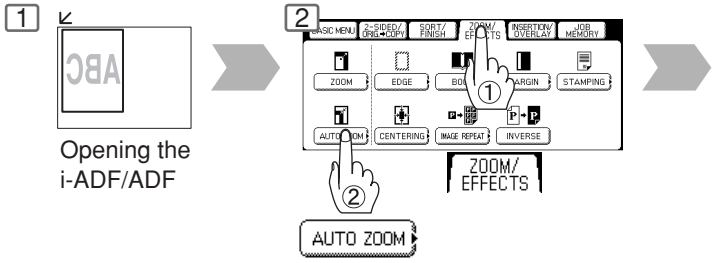




■ Auto Zoom

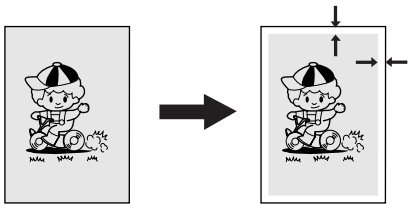
The copy Zoom Ratio adjusts automatically to the selected paper size.

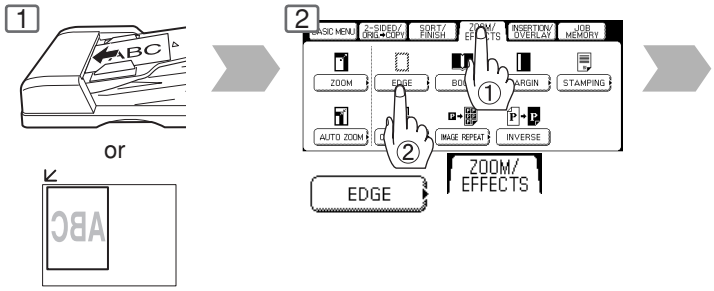




■ Edge

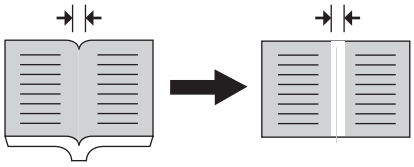
Creates a blank edge.

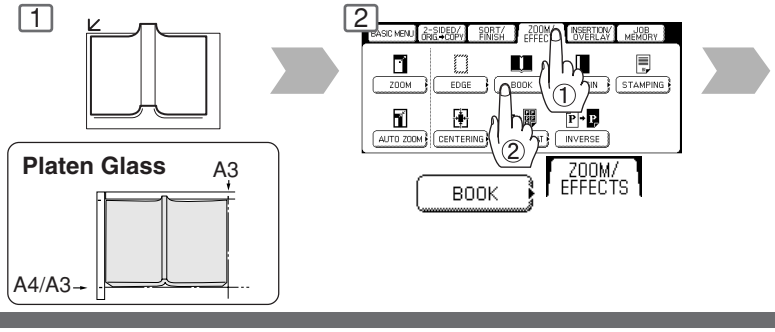




■ Book

Eliminates dark inner binding shadows.





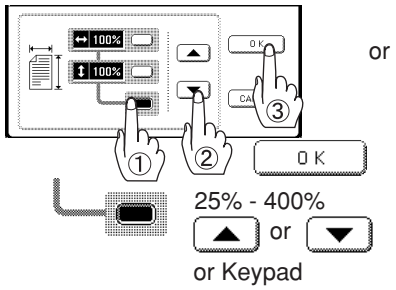
ATTENTION

- If using the keypad to set the zoom ratio, press the CLEAR key first to reset the zoom ratio. When changing the paper size after setting the zoom ratio, use the PAPER TRAY button.

NOTE

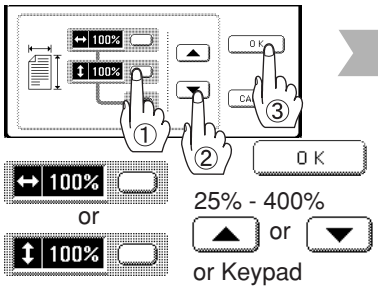
- For Auto Zoom
  An incorrect exposure may occur when there is a black line at the edge of the original or an image which the copier interprets as a black pattern in the skyshot mode.
  An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.

3 Same ratio of vertical and horizontal

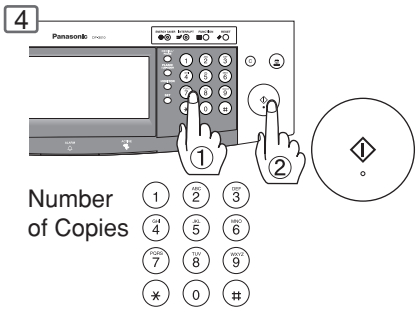


or

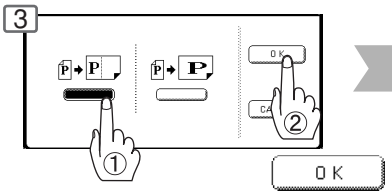
Different ratio of vertical and horizontal



4



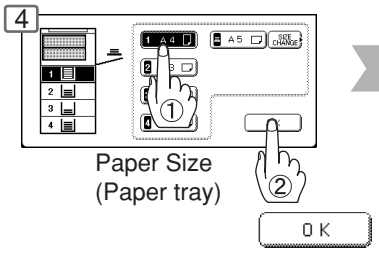
3



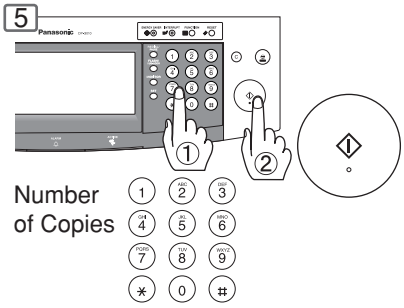
Fit to paper length or width

Right: Fit to paper length and width

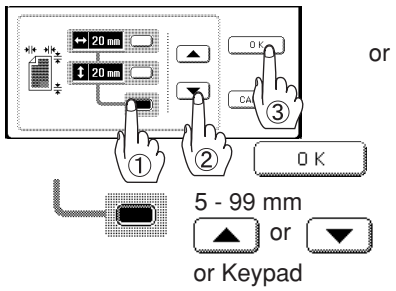
4



5

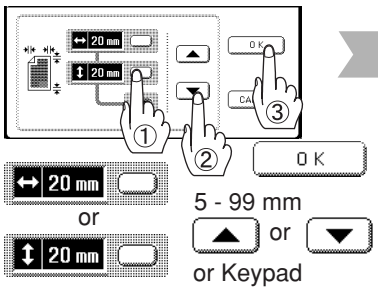


3 Same value of vertical and horizontal void

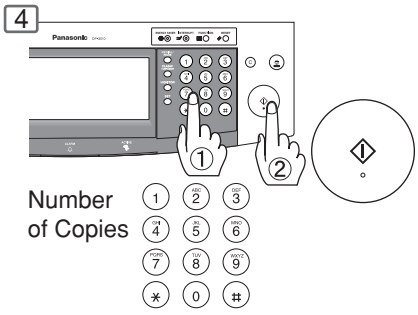


or

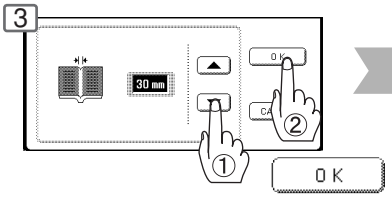
Different ratio of vertical and horizontal



4

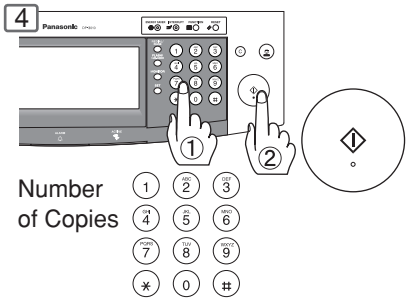


3



5 - 99 mm
or
or Keypad

4



NOTE

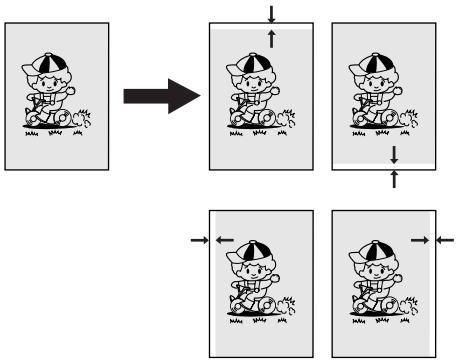
- Zoom ratio
  If using the keypad to set the zoom ratio, press the CLEAR key first to reset the zoom ratio.

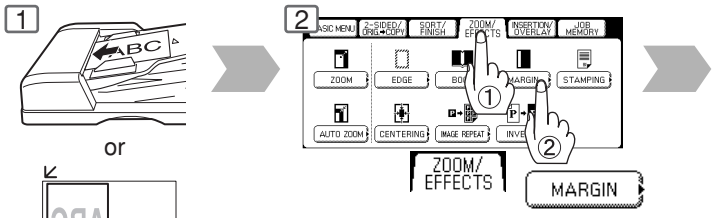
Making Copies

Zoom/Effects

■ Margin

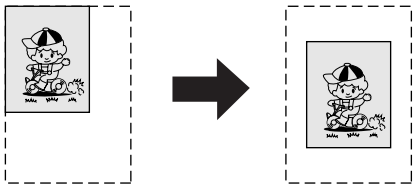
Shifts image to right, left, up or down.

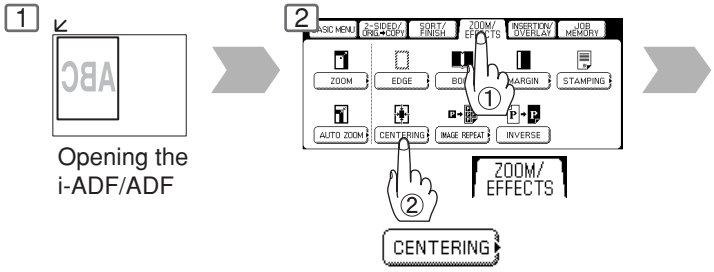




■ Centering

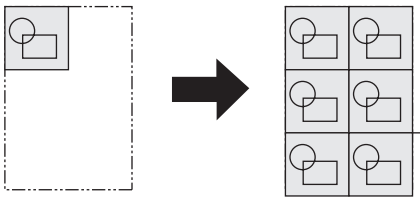
Copy image can be centred automatically on selected paper.



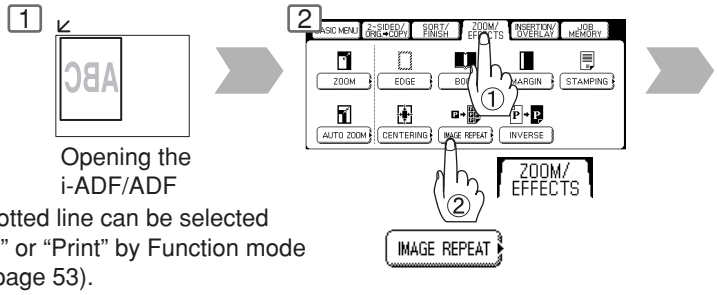


■ Image Repeat

Create continuous copy image on one sheet.
Minimum original size: 20 x 20 mm

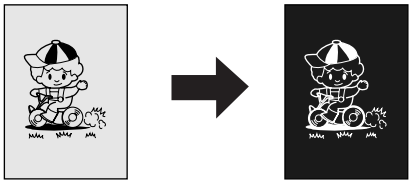


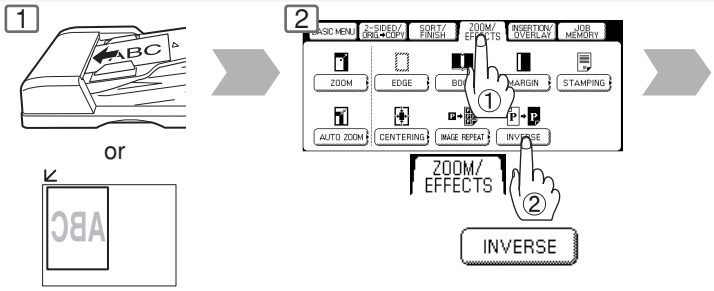
The dotted line can be selected "None" or "Print" by Function mode (See page 53).



■ Inverse

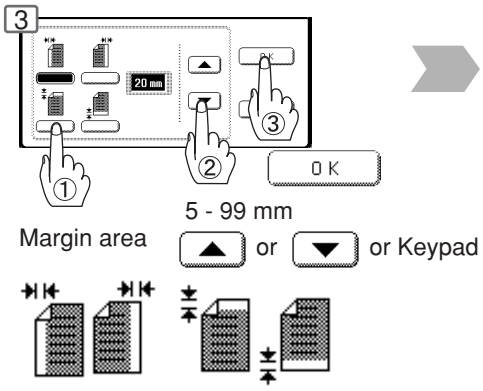
Negative/Positive image can be made for interesting effects.

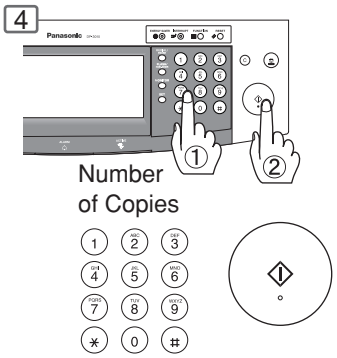




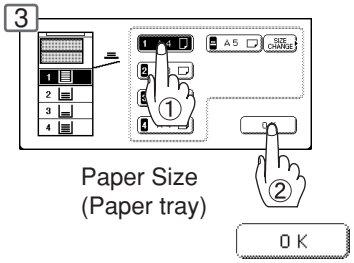
NOTE

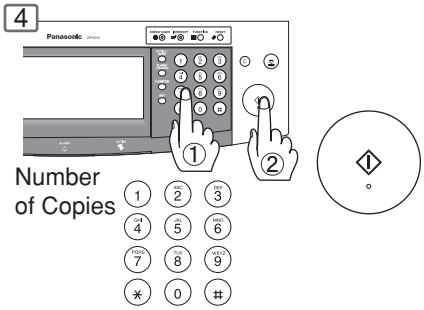
- In Centering and Image Repeat mode, make copies with i-ADF/ADF open.
- Remove the originals from the i-ADF/ADF before selecting the Centering and Image Repeat mode. An incorrect position detection of the original may occur when a strong light shines onto the glass during the Centering and Image Repeat mode. Also an image which the copier interprets as a black pattern in the Centering and Image Repeat modes.

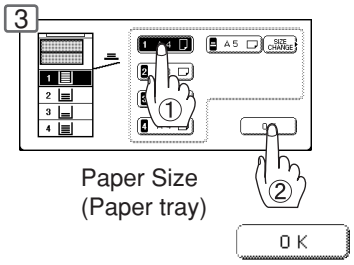


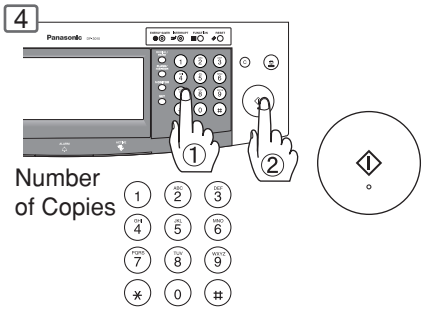


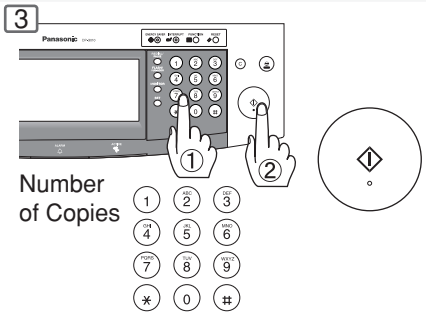
If a part of the copied image is missing when using the Margin mode, change the Margin Reduction setting to Yes. (See page 52)









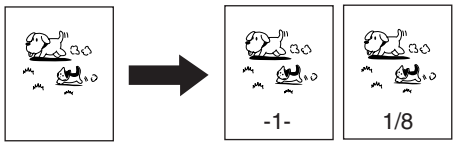


Making Copies

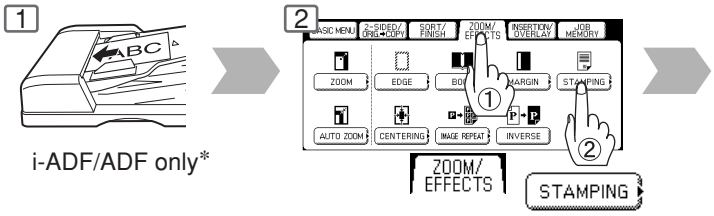
Zoom/Effects

■ Stamping (Page Numbering)

The page number can be automatically printed on each page.



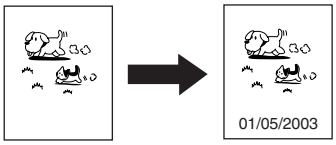
The page numbering format can be changed in function mode. Initial format is "-n-". (See page 53)

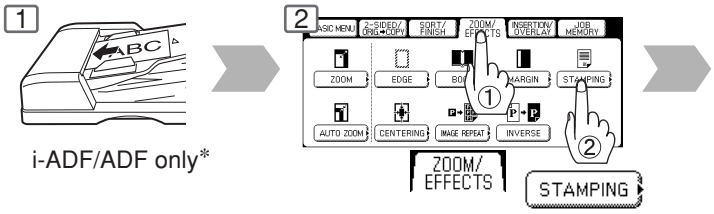


i-ADF/ADF only*

■ Stamping (Date Stamp)

A selected date can be automatically printed on each page.

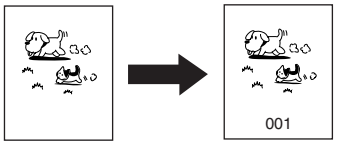


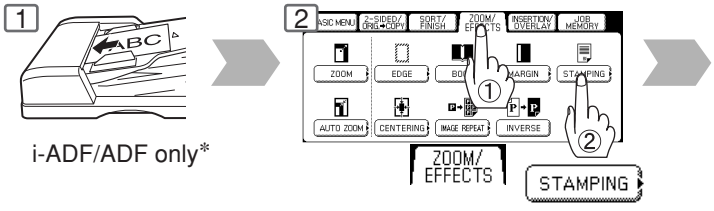


i-ADF/ADF only*

■ Stamping (Issue Number Stamping)

The issue number can be automatically printed on each page.

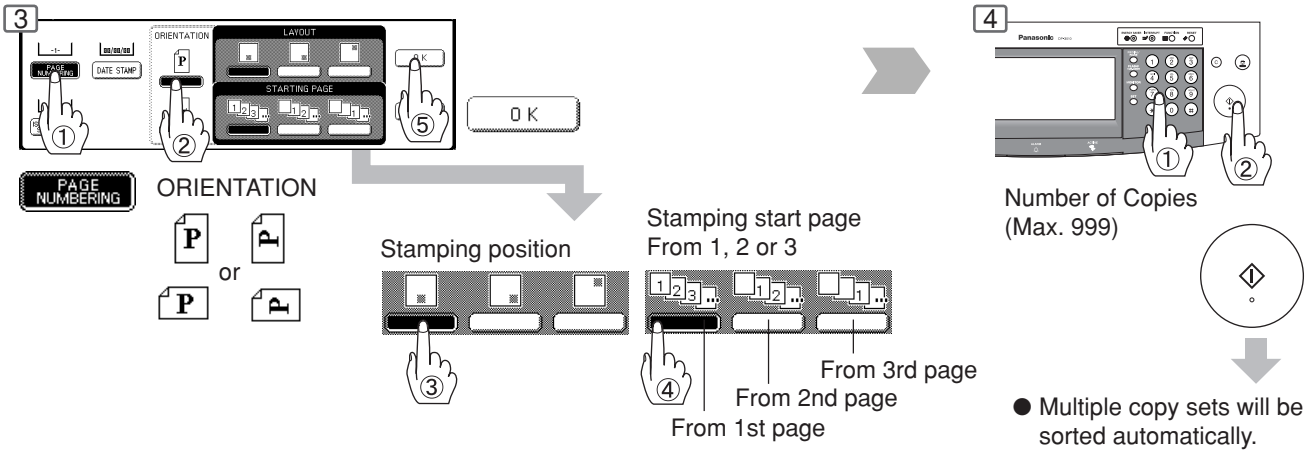




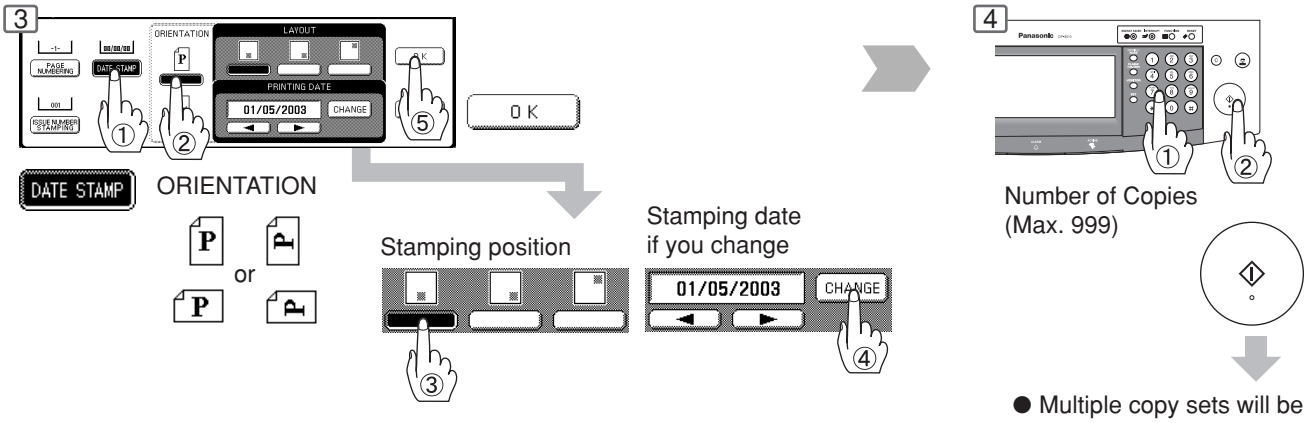
i-ADF/ADF only*

NOTE

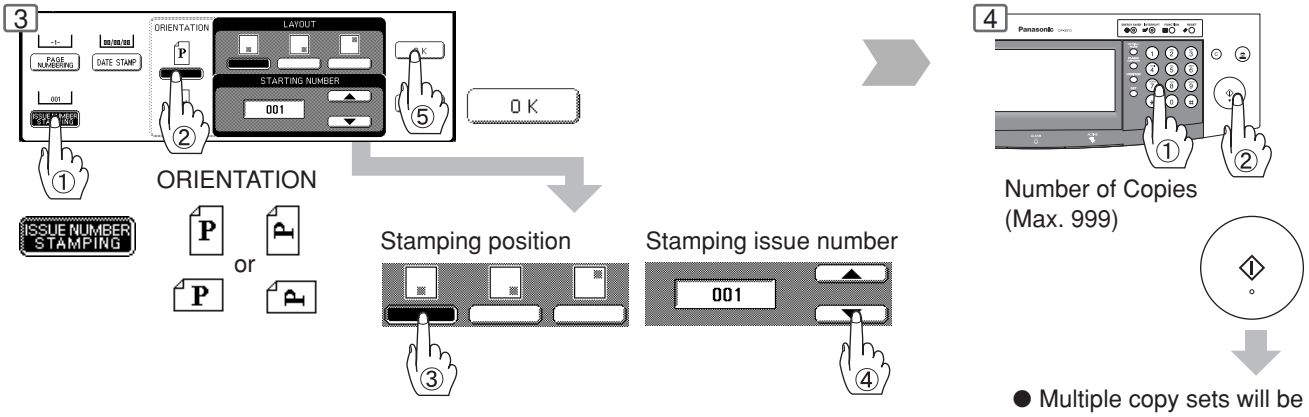
* When copying the Stamping mode combined with N in 1 mode, the Stamping mode can be used from the platen.



● Multiple copy sets will be sorted automatically.



● Multiple copy sets will be sorted automatically.



● Multiple copy sets will be sorted automatically.

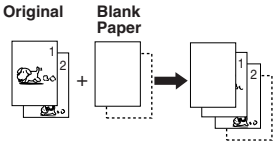
Making Copies

Insertion/Overlay

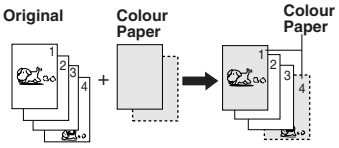
■ Cover

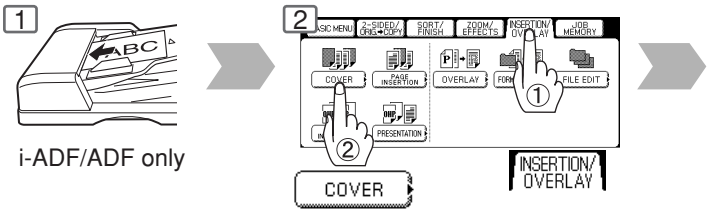
Adds cover page(s) to the copies.

Blank paper



Copied paper

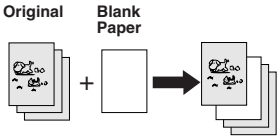




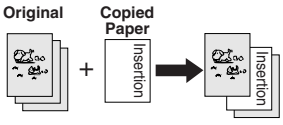
■ Page Insertion

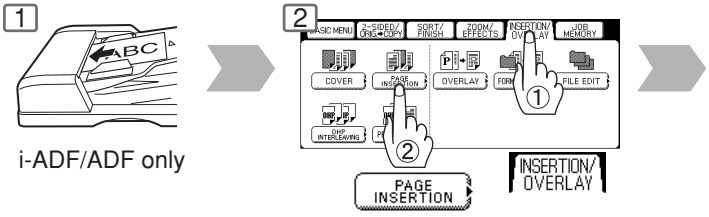
Inserts paper between the copies.

Blank paper



Copied paper

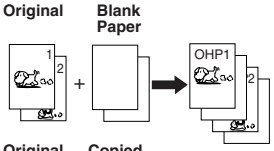




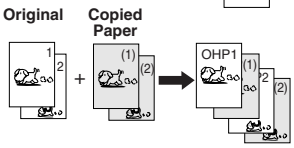
■ OHP Interleaving

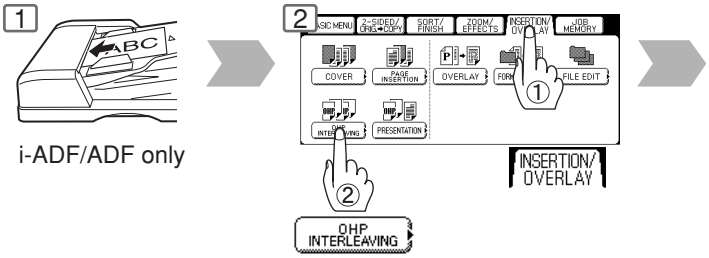
Inserts paper between OHP film.

Blank paper



Copied paper

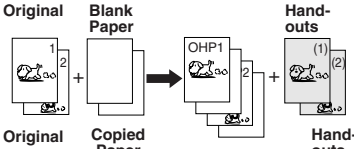




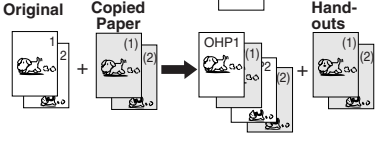
■ Presentation

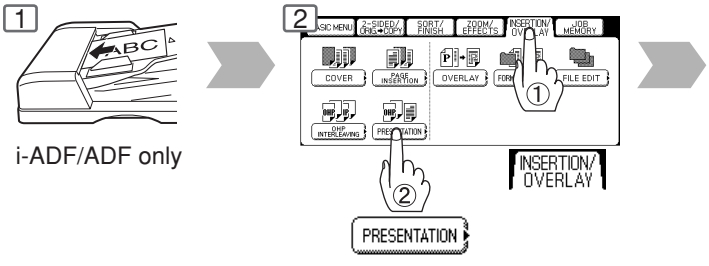
Inserts paper between OHP film and make copied sets for hand-outs.

Blank paper



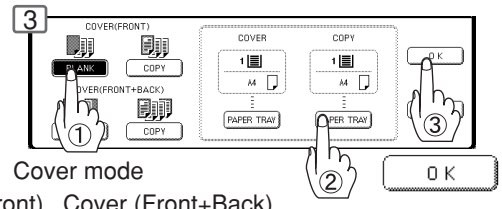
Copied paper





NOTE

- Certain types of transparency film may not be compatible and may damage your machine. Consult with an authorised Panasonic dealer for advice regarding non-standard paper types. (Panasonic has tested "3M PP2500" transparency film and found it to be compatible.)



Cover mode

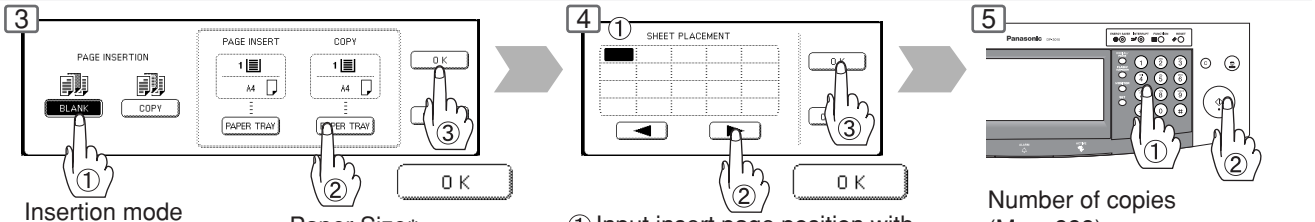
Cover (Front) Cover (Front+Back)

Blank

Copy

Paper Size*
Paper tray

Number of copies
(Max. 999)



Insertion mode

Blank

Copy

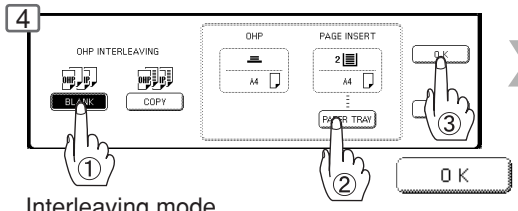
Paper Size*
Paper tray

① Input insert page position with Keypad**

② If inserting other position, move the sheet with ◄ / ► button then, input insert page position with Keypad

Number of copies
(Max. 999)

3 Load OHP film on the sheet bypass



Interleaving mode

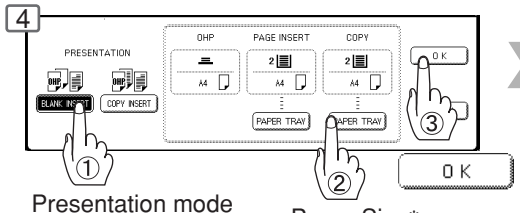
Blank

Copy

Paper Size*
Paper tray

Number of copies
(Max. 999)

3 Load OHP film on the sheet bypass



Presentation mode

Blank

Copy

Paper Size*
Paper tray

Number of copies
for hand-outs
(Max. 999)

NOTE

* Paper size/direction for copy and paper should be the same.

** Blank page to be inserted before indicated selected page number.

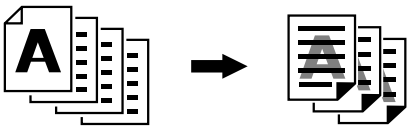
Making Copies

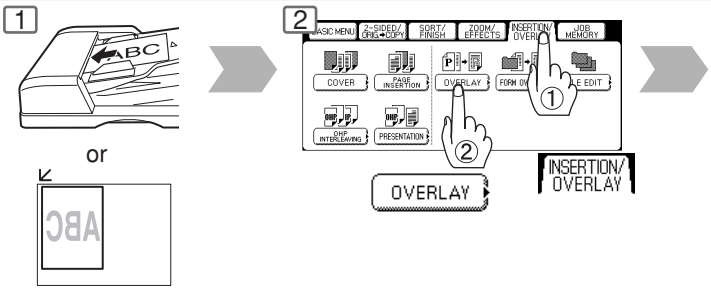
Insertion/Overlay/Job Memory

■ Overlay

Overlays a second image onto the first by using a second original.

1st-page

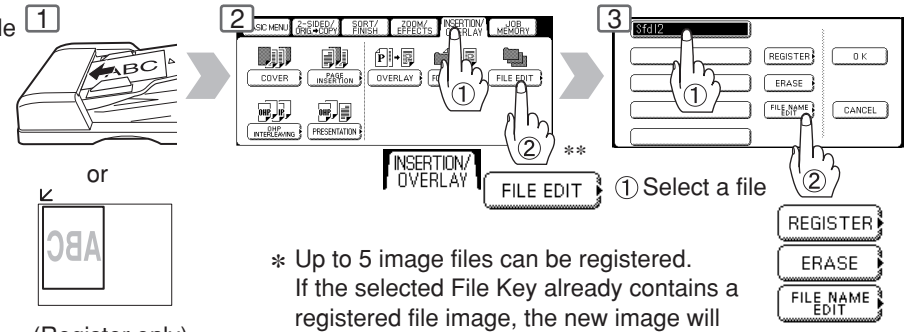




■ File Edit

There are three File Edit available in the Form Overlay function.

Register : To Add a new file* (Max. 5 files)
Erase : To Erase a registered file
Title Edit : To Change the title of a file



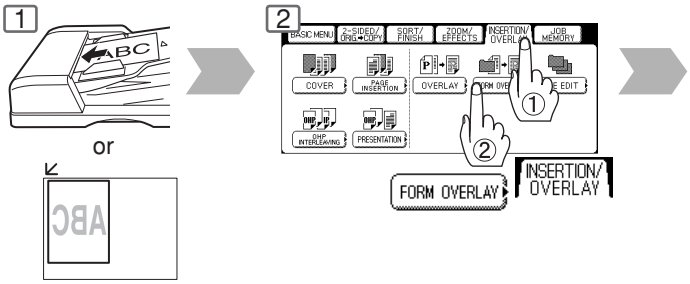
∗ Up to 5 image files can be registered. If the selected File Key already contains a registered file image, the new image will overwrite the current image.

∗∗ When the optional Hard Disk Drive (DA-HD30) is not installed, next step after "2" skips to step "ERASE " in step 4.

■ Form Overlay

Overlay an image stored in memory onto the copier.

File

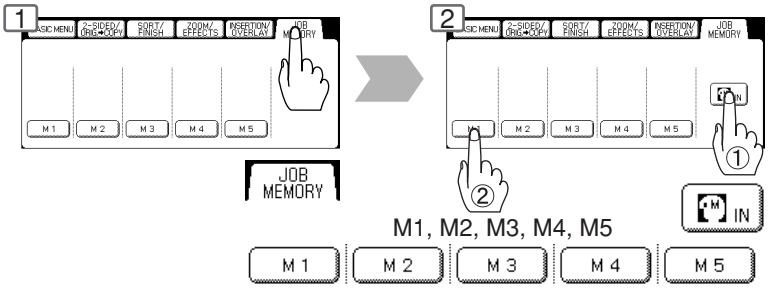


■ Job Memory

Five Copy Jobs can be stored in Memory (M1 to M5) for recall at a later time.

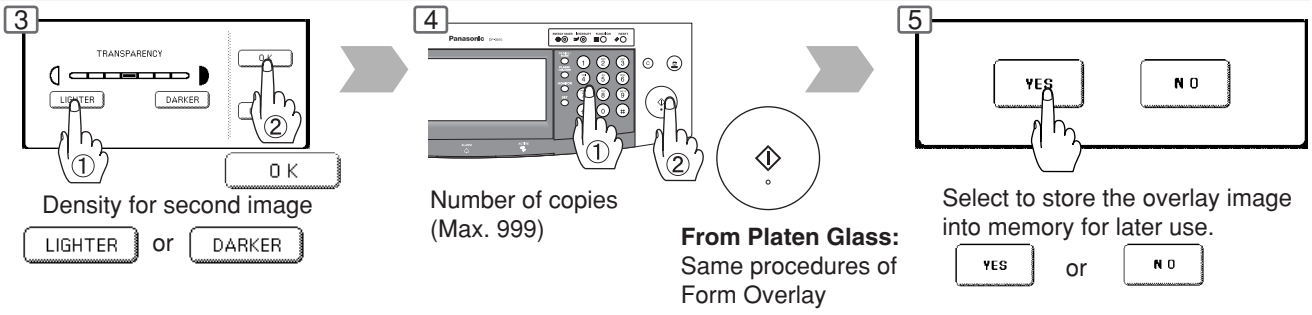
To store a job in memory

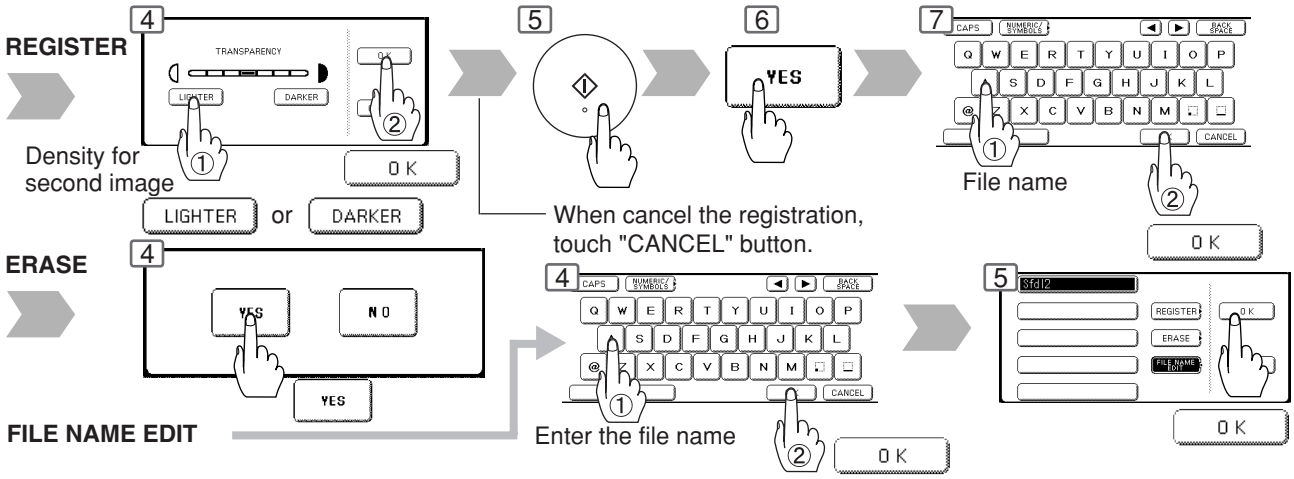
Set up the copy job to be stored.

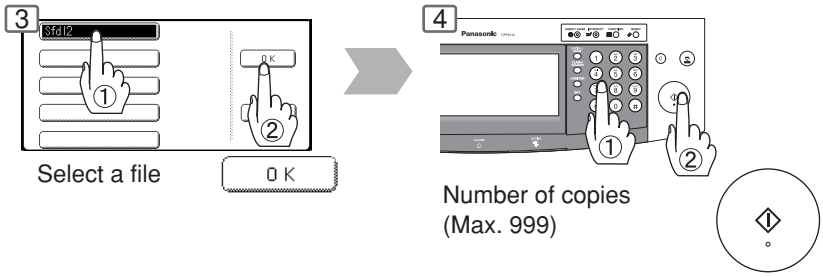


NOTE

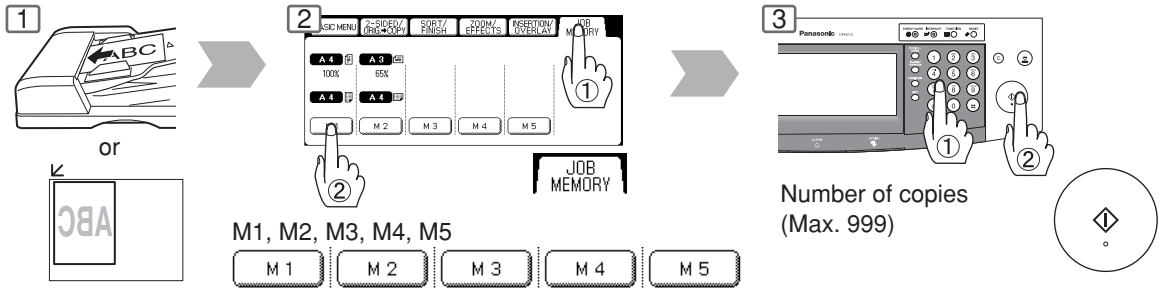
- Function to select the files is only available when the optional Hard Disk Drive (DA-HD30) is installed.
  When the optional Hard Disk Drive is not used, selectable file is only one file.
- When the image is not available in the memory to overlay, Form Overlay function will not be selectable.







To recall a job stored in memory



NOTE

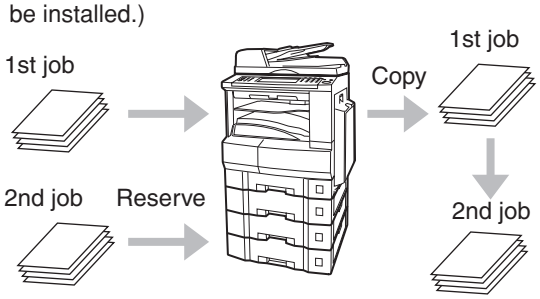
- JOB MEMORY mode will not be deleted even if the power switches are turned Off.
- When storing a new job into a programmed memory location, the previously stored job will be overwritten and erased.
- M1, M2 can use as manual skyshot mode by setting user function mode.

Making Copies

Other Features

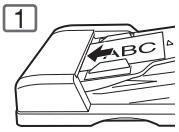
■ Concurrent Copying

Next copy job can be reserved even if the current copy job is not completed.
(Requires the optional Hard Disk Drive/DA-HD30 to be installed.)

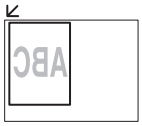


1st job

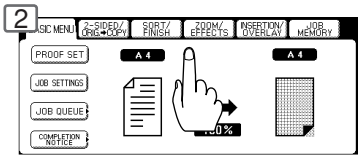
1



or



2

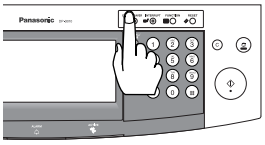


Select Function

■ Energy Saver (Power Save Mode, Sleep/Shutdown Mode)

These modes can save power while the copier is not in use.

1 **Power Save Mode**



or

Sleep/Shutdown Mode**
Automatically enters the Sleep/ Shutdown Mode after 15 minutes from the last copy.

To clear 2 **ENERGY SAVER**

ENERGY SAVER

Indicator
Flash : Power Save Mode
Light : Sleep/Shutdown Mode

Modes	Power Consumption	Warm Up Time
Normal Operation	Approx. 140 Wh	N/A
Power Save	Approx. 28 Wh	Min. 30 sec.
Sleep	Approx. 18 Wh	35 sec.
Shutdown	Approx. 4 Wh	35 sec.

The machine will not go into Sleep/Shutdown Mode when the Weekly Timer is selected.

■ Skyshot Mode

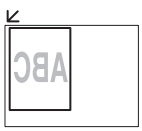
Skyshot allows copying a manuscript without generating dark borders even if the platen cover or i-ADF/ADF is opened.
Two types of Skyshot modes can be selected;
Digital Skyshot Mode : The scanning area (size) is not pre-determined.
Manual Skyshot Mode: The scanning area (size) is pre-registered into memory (M1 and M2) in advance.

Digital Skyshot Mode

NORMAL
Default setting (usually select this mode).
QUALITY*
For better definition, select the Quality mode.

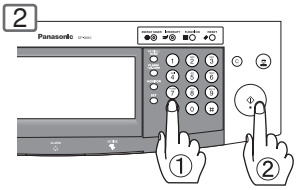
The default setting of Digital Skyshot Mode is "NORMAL". In this setting, the unit scans once. If there are black areas around the borders in the copies, set the Digital Skyshot Mode to "QUALITY" to soften the dark borders. In this setting, the unit scans twice.
(See page 52)

1

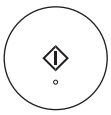


Opening the i-ADF/ADF

2

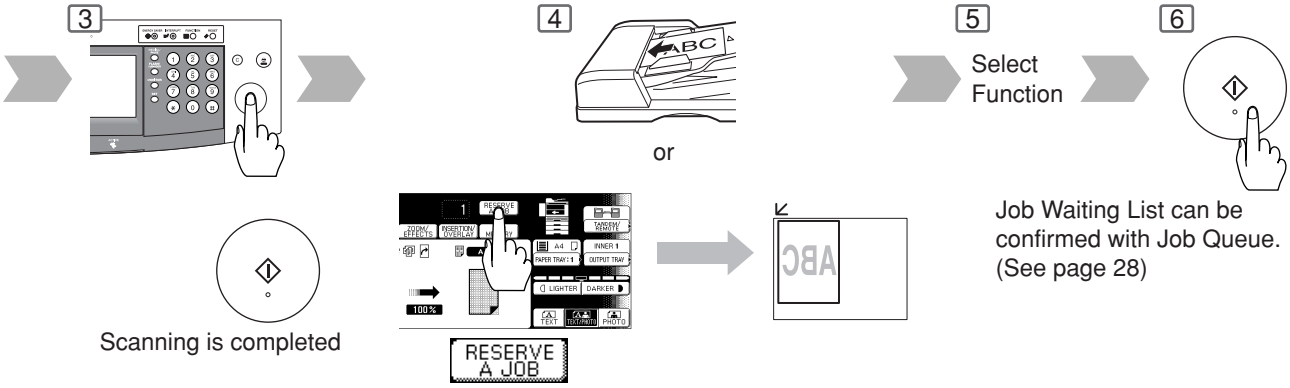


Number of copies (Max. 999)



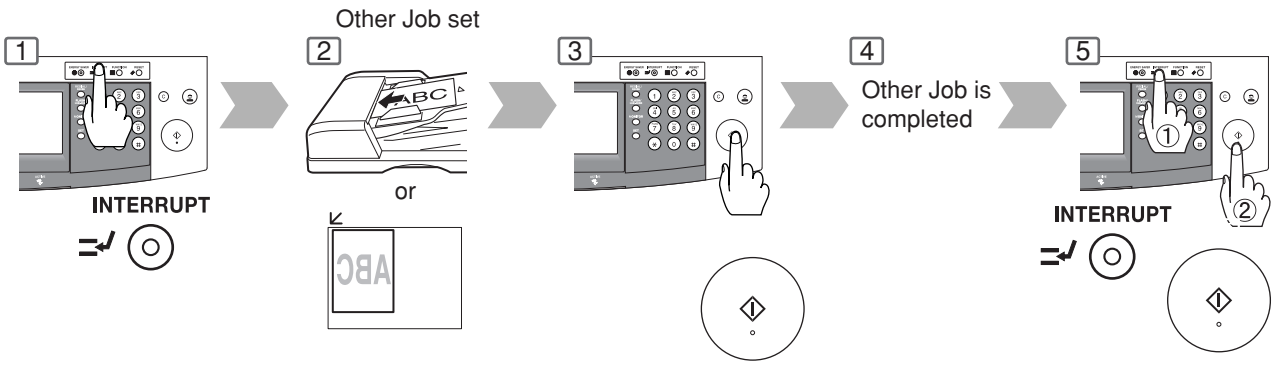
NOTE

* When copying the Quality mode combined with 1 ➡ 2, BOOK ➡ 2, 2PAGE, N in 1, "Quality" mode will be changed to "Normal" mode.
** Sleep Mode/Shutdown Mode and entering timer can be selected by the key operator.
(See page 55)
● An incorrect exposure may occur when there is a black line at the edge of the original or an image which the copier interprets as a black pattern in the skyshot mode.



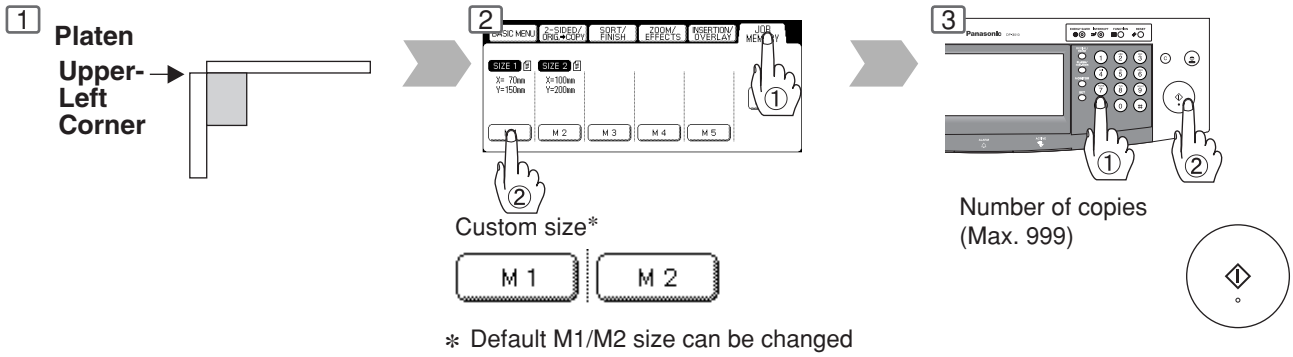
■ Interrupt Mode

This mode can interrupt other copy jobs while making copies.



Manual Skyshot Mode

● Set 09 Manual Skyshot Mode in Copier Settings first. (See page 52)



∗ Default M1/M2 size can be changed by Function mode. (See page 57)

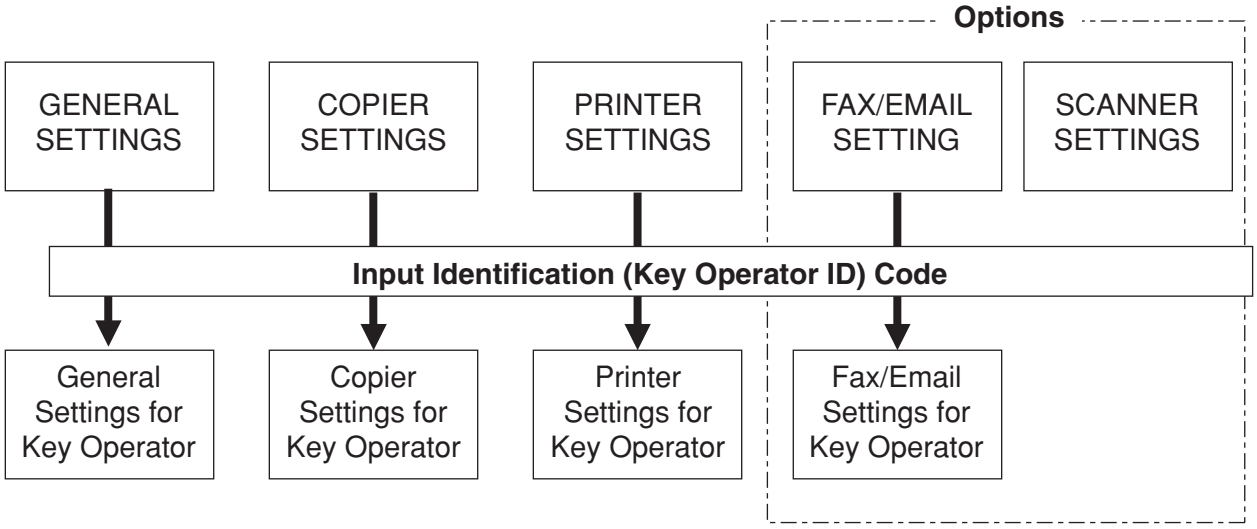
NOTE

- If using i-ADF, place original on the center position of ADF Tray. The i-ADF/ADF can feeds only 50-105 g/m² plain paper.
- When using the manual skyshot mode, the M1 and M2 are turned On and other job memory cannot be used.
- An incorrect position detection of the original may occur when a strong light shines onto the glass during skyshot mode.

Function

■ Using Function Modes to change the Initial Copy Modes

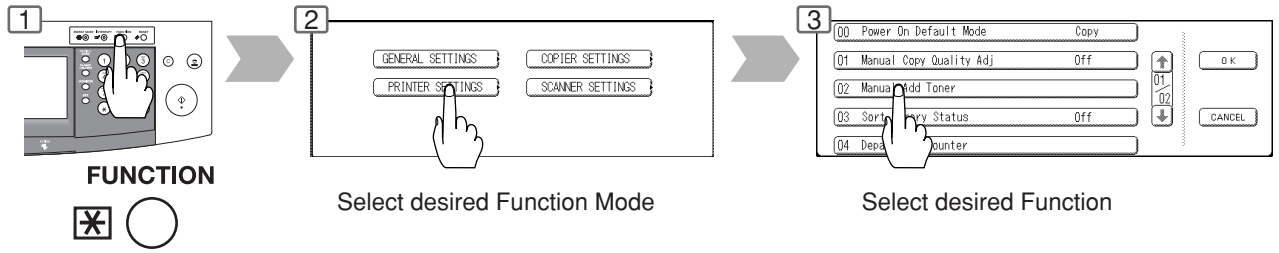
Procedure



GENERAL SETTINGS: Changing the Initial Machine Modes

- Power on default mode, Manuals add toner, etc.
  (See page 52)
  For Key Operator:
  Paper size, Finisher bin/Staple mode, Department Counter, Network TCP/IP settings, etc.
  (See pages 55, 56)

■ Procedure



Select desired Function Mode

Select desired Function

NOTE

- Please refer to each operating instructions for options function settings.

COPIER SETTINGS: Changing the Initial Copy Modes

- Default function of each copy mode
  (See pages 52, 53)
  For Key Operator:
  Paper size priority, Original mode, Contrast, JOB BUILD AND SADF mode, Original size of Manual Skyshot mode, etc.
  (See page 57)

PRINTER SETTINGS: Changing the Initial Printer Modes

- Default function of each print mode
  (See page 54)
  For Key Operator:
  Job completion time, Page protection, Error page print, Spool function, PS configuration, Font list print, Mailbox data holding, etc.
  (See page 58)

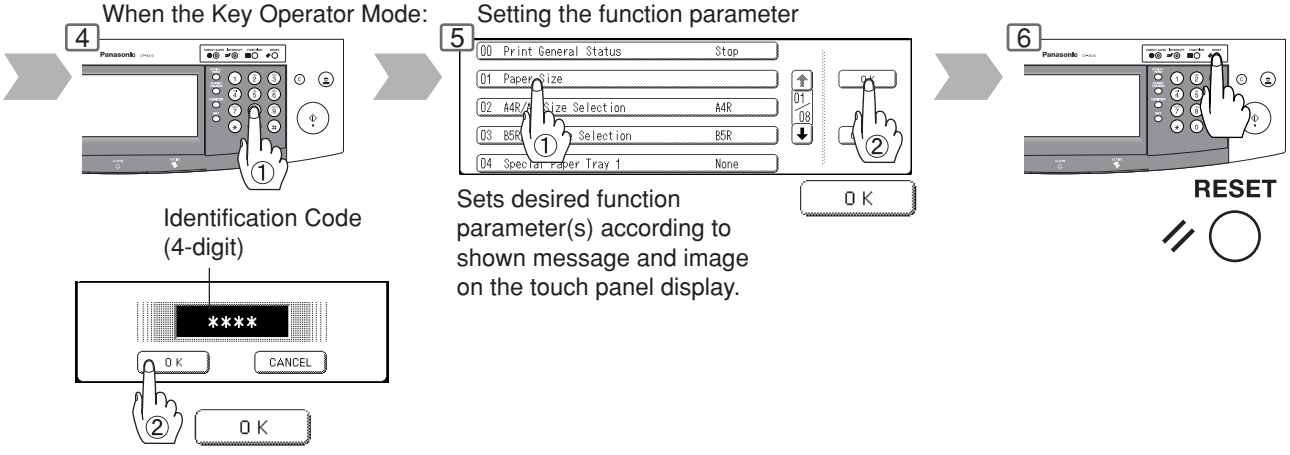
<When Optional accessory is installed>

SCANNER SETTINGS: Changing the Initial Scanner Modes

- Original mode, Compression mode, Resolution, JOB BUILD AND SADF mode, Address book, etc.
  (See page 53)
- Even if without Scanner Option, Completion Notice for copier function works.

FAX/EMAIL SETTINGS: Changing the Initial Fax/Email (i-FAX) Modes
Refer to Operating Instructions (For FAX/Email function).

When the Key Operator Mode:



Setting the function parameter

Sets desired function parameter(s) according to shown message and image on the touch panel display.

Function

■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
01/02	00 Power On Default Mode	Selects mode. ●Copy, Printer, Scanner	Copy
	01 Manual Copy Quality Adj	Sets to activate the manual density control. ●Off, On	Off
	02 Manual Add Toner	Adds toner manually. ●Off, On	Off
	03 Sort Memory Status	Indicates the sorting memory status. ●Off, On	Off
	04 Departmental Counter	Indicates the department counter.	Consult with an authorised service provider
02/02	09 Key Operator Mode	Input the Key Operator ID Code.	

■ COPIER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/04	00 Margin Value Default	Selects the margin shift value. ●5 mm, 10 mm, 15 mm, 20 mm	10 mm
	01 Edge Value Default	Selects the edge width. ●5 mm, 10 mm, 15 mm, 20 mm	5 mm
	02 Book Value Default	Selects the book void width. ●15 mm, 20 mm, 25 mm, 30 mm	20 mm
	03 Margin Reduction Def.	Selects the reduction ratio in margin mode. ●No, Yes	No
	04 2-Sided Mode Default	Function sets the duplex priority mode. ●No, 1 to 2, 2 to 2, Book to 2	No
02/04	05 N in 1 Default Mode	Selects the N in 1 default mode ●2 in 1, 4 in 1, 6 in 1	2 in 1
	06 Reduce N in 1 For Space	Selects whether to disable edge deletion ●No, Yes	No
	07 Booklet Default Mag.	Select the booklet magnification ●100%, Reduce	Reduce
	08 Digital Skyshot Mode	Enables or disables the use of Skyshot mode. ●No, Normal, Quality	Normal
	09 Manual Skyshot Mode	Enables or disables the use of Manual Skyshot. ●Off, M1 On, M2 On, M1&M2 On	Off

■ COPIER SETTINGS

Screen No.	Modes	Function	Initial Setting
03/04	10 Auto Contrast Adjust.	Automatically adjusts the copy density for text, T/P. ● No, Yes	Yes
	11 Sort Priority ADF	Selects the sort mode. ● None (Non-Sort), Sort, Staple, Group, Shift	Sort
	12 Sort Priority Glass	Selects the sort mode. ● None (Non-Sort), Sort, Staple, Group, Shift	None
	13 Stamping Default Mode	Selects the stamping mode. ● Page, Date, Issue	Page
	14 Page Numbering Style	Selects the page numbering style. ● -n-, n/m	-n-
04/04	15 Imag. Repeat Dotted Line	Selects the dotted line. ● None, Print	Print
	19 Key Operator Mode	Input Key Operator ID Code.	

■ SCANNER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/02	00 Scanner Settings Print	To print scanner settings print. ● Stop, Start	Start
	01 Original Mode Default	Sets the original setting. ● Text, T/P (Text/Photo), Photo	T/P
	02 Compression Mode Def.	Sets the compression mode setting. ● MH, MR, MMR, JBIG	JBIG
	03 Resolution Default	Sets the resolution setting. ● 150 dpi, 300 dpi, 600 dpi	600 dpi
	04 Job Build and SADF Mode	Sets the Job Build and SADF mode initial setting. ● No, Yes	No
02/02	05 Bind Posi., 2-Sided Origi.	Sets the bind position, 2-sided original initial setting. ● Longedge, Shortedg (Shortedge)	Longedge
	06 Add New Address	To add new address. ● PC, DD, FTP	0, 0, 0, 0
	07 Edit Address Book	To edit address book. (See page 68)	
	08 Delete Address	To delete address.	

Function

■ PRINTER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/04	00 Number of Prints	Sets the initial number of prints. ●1 ~ 999	1
	01 Paper Size	Sets the paper size setting. ●A3, B4, A4, B5, A5, LEDGER, LEGAL, LETTER, INVOICE, 8 x 13, 8.5 x 13	A4
	02 Paper Tray	Sets the paper tray setting. ●Auto, Bypass, Tray 1, Tray 2, Tray 3, Tray 4	Auto
	03 Print Direction	Sets the print direction setting. ●Portrait, Landscape	Portrait
	04 Auto Tray Selection	Sets the auto tray setting. ●Off, On	On
02/04	05 2-Sided Print	Sets the 2-sided print setting. ●Off, On	Off
	06 Bind Position	Sets the bind position. ●Longedge, Shortedge	Longedge
	07 Resolution	Sets the resolution setting. ●1200 x 600, 600 x 600, 300 x 300	600 x 600
	08 Font (PCL)	Sets the font of PCL. ●0 ~ 99	0
	09 Symbol Table (PCL)	Sets symbol table (PCL). ●0 ~ 35	11
03/04	10 Pitch (PCL)	Sets pitch (PCL). ●0.44 - 99.99	10.00
	11 Point Size (PCL)	Sets point size (PCL). ●4.00 - 999.75	012.00
	12 Lines/Page (PCL)	Sets lines/page (PCL). ●5 - 123	60
	13 Return Character (PCL)	Sets return character (PCL). ●CR, CR + LF	CR
	14 Mutual A4/LTR	Converts Letter to A4 automatically. ●Off, On	Off
04/04	15 Mailbox Memory Status	Indicates the memory status of mailbox. ●Memory, Box	
	16 Print Data	Sets print data. ●Stop, Start	Start
	19 Key Operator Mode	Input the Key Operator ID Code.	

■ GENERAL SETTINGS

Screen No.	Modes	Function	Initial Setting
01/08	00 Print General Settings	Sets print of common menu for the user initial setting. ● Stop, Start	Start
	01 Paper Size	Sets the paper size of each paper tray. ● Ledger, Legal, Letter, Letter-R, Invoice, A3, B4, A4, A4R, B5, B5R, A5, A5R, 8 x 13, 8.5 x 13	Consult with an authorised service provider
	02 A4R/A5 Size Selection	Sets initial paper size of sheet bypass. ● A4R, A5	A4R
	03 B5R/A5R Size Selection	Sets initial paper size of sheet bypass. ● B5R, A5R	B5R
	04 Special Paper Tray 1	Sets the paper tray for special paper (ex: coloured). ● None, Paper Tray 1, Paper Tray 2, Paper Tray 3, Paper Tray 4, Sheet Bypass	None
02/08	05 Special Paper Tray 2	Sets the paper tray for special paper (ex: coloured). ● None, Paper Tray 1, Paper Tray 2, Paper Tray 3, Paper Tray 4, Sheet Bypass	None
	06 Auto Paper Out Rotate	Copier will automatically rotate image and print when selected paper tray is empty. ● Off, On	Off
	07 Copy Output Tray	Sets the output tray for copy. ● Inner 1, Inner 2, Outer	Inner 1
	08 Printer Output Tray	Sets the output tray for PRINTER. ● Inner 1, Inner 2, Outer	Inner 1
	09 Fax/Email Output Tray	Sets the output tray for FAX/EMAIL. ● Inner 1, Inner 2, Outer	Inner 1
03/08	10 Auto Reset Time	Selects the Control Panel reset time. ● None, 30 sec., 1 min., 2 min., 3 min., 4 min.	1 min.
	11 Power Save Mode Timer	Sets the Power Save Timer. ● 1 - 240 minutes	15
	12 Sleep/Shutdown Select	Sets the Sleep/Shutdown mode. ● Sleep, Shutdown	Sleep
	13 Sleep/Shutdown Timer	Sets the Sleep/Shutdown timer. ● None, 1 - 240 minutes	15
	14 Language Sel. Priority	Selects the message language of the display. ● Off, On	Off
04/08	15 Language Default	Selects the message language of the display. ● English, French, Spanish	English
	16 TCH Panel Beep Sound	Beep sound when touching the panel. ● Off, Soft, Loud	Soft
	17 Original Set Beep Sound	Beep sound when original is set on the platen. ● No, Yes	No
	18 Orig. Set In ADF Sound	Beep sound when original is set in the ADF. ● No, Yes	Yes
	19 Dept. Counter Mode	Monitors copy usage of each department (1) Printer usage of each document (2) Print limit of each department (3) ID code of each department	Consult with an authorised service provider

NOTE ● It is necessary to input the Key Operator ID Code before changing items on this page.

Function

For Key Operator

■ GENERAL FUNCTIONS

Screen No.	Modes	Function	Initial Setting
05/08	20 Date Time Setting	Sets date time registered. ● Day, Month, Year, Time	
	21 Weekly Timer	Sets the weekly On/Off timer. ● Off, On (Set)	Off
	22 Daylight Time	Sets the daylight time. ● No, Yes	Yes
	23 DHCP Default	Sets the DHCP. ● No, Yes	Yes
	24 TCP/IP Address	Sets user IP address.** ● 3 digits x 4	0. 0. 0. 0
06/08	25 TCP/IP Subnet Mask	Sets the subnet mask. ● 3 digits x 4	0. 0. 0. 0
	26 TCP/IP Default Gateway	Sets the gateway address.** ● 3 digits x 4	0. 0. 0. 0
	27 DNS Server Address	Sets the DNS server.** ● No, Yes	Yes
	28 MAC Address	Indicates the MAC address.	
	29 Hard Disk Format	* Selects the hard disk format ● Stop, Start	Stop
07/08	30 Hard Disk Error Check	Select the hard disk error check ● Stop, Start	Stop
	31 Address Book Group ID	Input group ID for address book. ● 0 ~ 99	0
	32 Tandem User Parameter	Input parameter of user machine.	
	33 Community Name (1)	Selects to change the SNMP of Community Name (1).** ● Enables read only.	public
	34 Community Name (2)	Selects to change the SNMP of Community Name (2).** ● Enables read/write.	public
08/08	35 Device Name	Input the device name when necessary.** (For Status Monitor/EtherTalk Machine Name)	Panasonic DP-2310 or DP-3010
	36 Device Location	Input the device location when necessary.** (For Status Monitor)	

NOTE

● It is necessary to input the Key Operator ID Code before changing items on this page.
* Not required in copying mode, but needed when installing options with advanced functions (See page 65).
** When functions No. 24 to 27 and No. 33 to 36 are set, cycle the power by turning the Power Switch OFF and ON.

■ COPIER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/04	00 Copier Settings Print	Print the copier settings. ● Stop, Start	Start
	01 Paper Size Priority	Selects paper size priority ● LEDGER, LEGAL, LETTER, LETTER-R, INVOICE, A3, B4, A4, A4R, B5, B5R, A5, A5R, 8 x 13, 8.5 x 13	A4
	02 Original Mode Default	Selects original setting ● Text, T/P (Text/Photo), Photo	T/P
	03 Text Contrast	Selects contrast for Text mode ● 1 ~ 7	4
	04 T/P Contrast	Selects contrast for Text/Photo mode ● 1 ~ 7	4
02/04	05 Photo Contrast	Selects contrast for Photo mode ● 1 ~ 7	4
	06 Overlay Contrast	Sets the density (transparency) of the page being produced in overlay mode. ● 1 ~ 7	4
	07 Interleaving Default	Selects OHP interleaving paper ● Blank, Copy	Blank
	08 Page Insertion Default	Selects page insertion ● Blank, Copy	Blank
	09 Cover Mode Default	Selects cover paper ● F, Blank, F, Copy FB, Blank, FB, Copy (F: Front, FB: Front + Back)	F, Blank
03/04	10 Job Build And SADF Mode	Enables or disables the use of SADF function. ● No, Yes	Yes
	11 Maximum Copy Setting	Determines whether to limit number of copies (0-99).	0 (No limit)
	12 M1, Size	Input a size in job memory 1 for frequently used size. ● X: 5~432/Y: 5~297 mm (See page 46)	70 x 160 mm (X) (Y)
	13 M2, Size	Input a size in job memory 2 for frequently used size. ● X: 5~432/Y: 5~297 mm (See page 46)	95 x 220 mm (X) (Y)
	14 Memory Overflow Warning	Selects the task to perform when memory overflow occurs ● Print, Cancel	Print
04/04	15 Add New Tandem Desti.	Inputs a new destination to split the copy job	
	16 Edit Tandem Destination	Edits a copy destination	
	17 Delete Tandem Desti.	Deletes a copy destination	

NOTE ● It is necessary to input the Key Operator ID Code before changing items on this page.

Function

For Key Operator

■ PRINTER SETTINGS

Screen No.	Modes	Function	Initial Setting
01/03	00 Printer Settings Print	Sets the printer status print. ● Stop, Start	Start
	01 Job Completion Time	Sets the job completion time setting. ● 1~ 999 sec.	180
	02 Page Protection	Compress automatically then print out. ● Off, On	Off
	03 Error Page Print	Sets print the error page. ● Off, On	On
	04 Spool Function	Sets the spool function. ● Off, On	On
02/03	05 Text Print	Prints text page only. ● Off, On	On
	06 PS Configuration Print	Sets the status page print of PS. ● Stop, Start	Start
	07 Font List Print (PCL)	Sets the font list print of PCL. ● Stop, Start	Start
	08 Font List Print (PS)	Sets the font list of PS. ● Stop, Start	Start
	09 Mailbox Data Holding	Sets the automatic holding function of mailbox data. ● Infinity, 1 day, 2 days, 3 days, 4 days, 6 days, 7 days	7 days
03/03	10 Delete Mailbox Data	Sets delete the mailbox data.* ● All, Before	Before
	11 Print Queue Delete	Sets authorization to delete the print queue. ● Free, Key op. (operator)	Key op.
	12 AppleTalk Zone Name	Input an AppleTalk Zone name.** ● Maximum 32 characters	

NOTE

● It is necessary to input the Key Operator ID Code before changing items on this page.
* Functions except 0 and 11 are available when optional accessories are installed.
** When function No. 12 is set, cycle the power by turning the Power Switch OFF and ON.

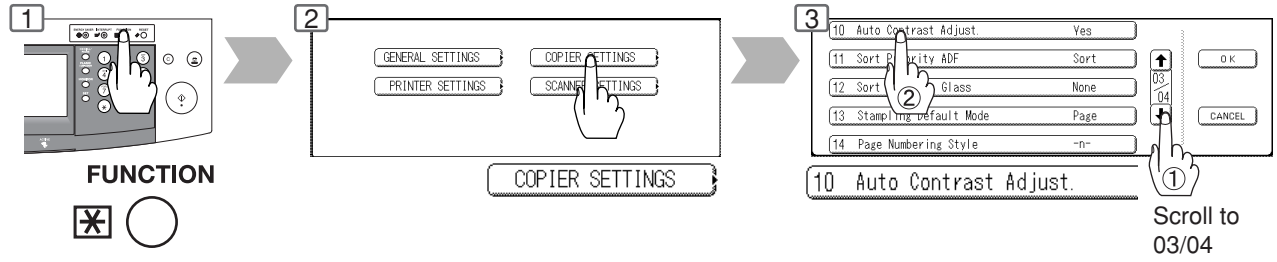
MEMO

Function

For Example

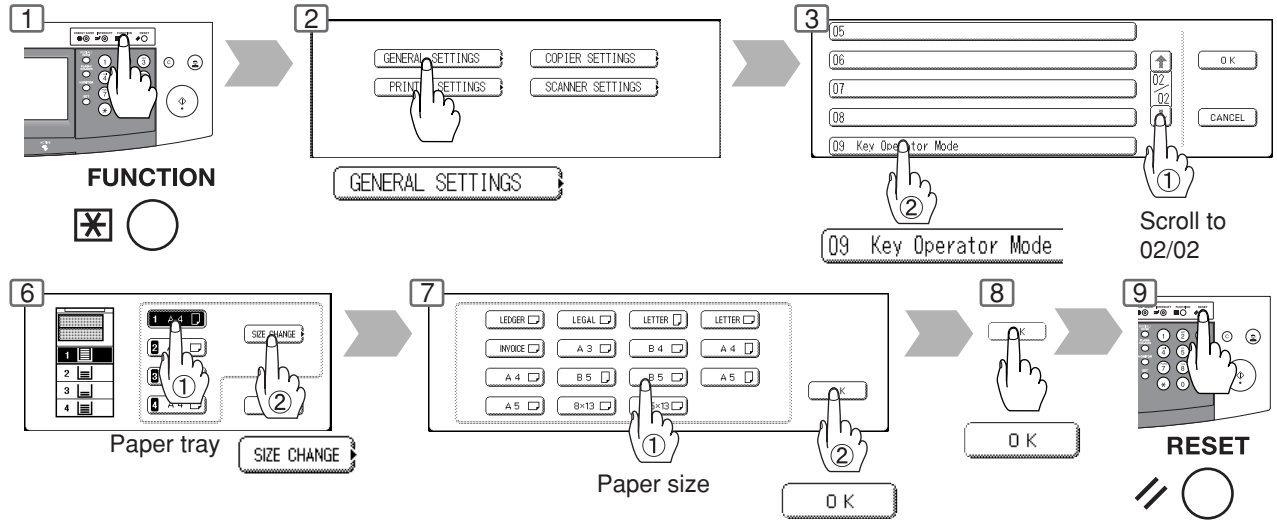
■ Changing the Auto Contrast Setting

You can select whether the copying density is adjusted automatically for text and photographic originals.



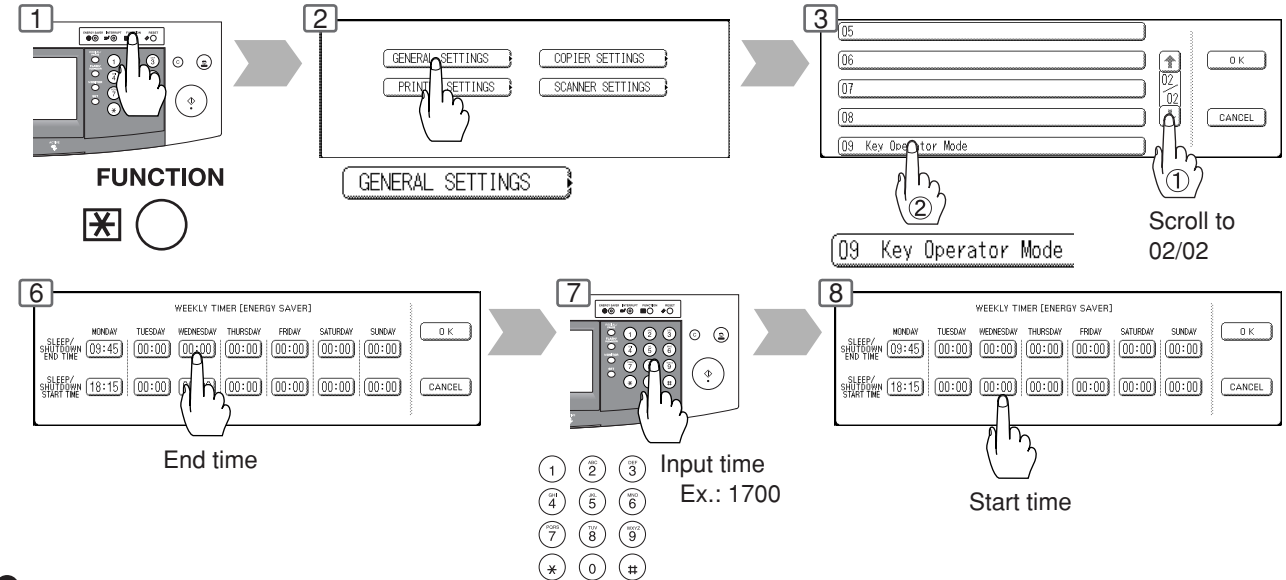
■ Changing the Paper Size

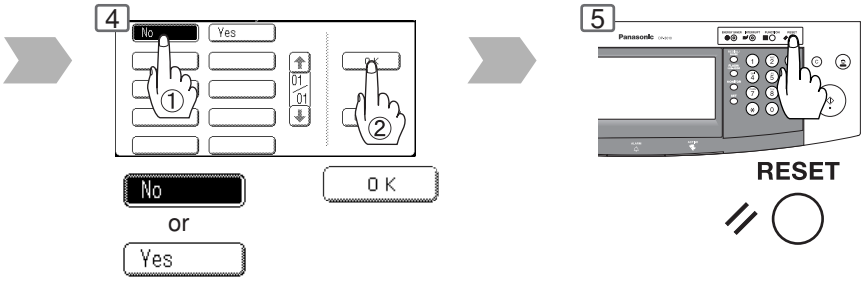
The paper trays are designed to accommodate A5, A4, A4-R, B4/FLS and A3 Size paper.

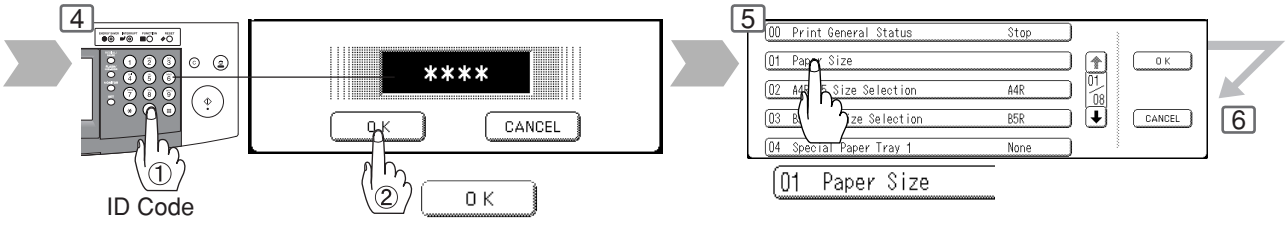


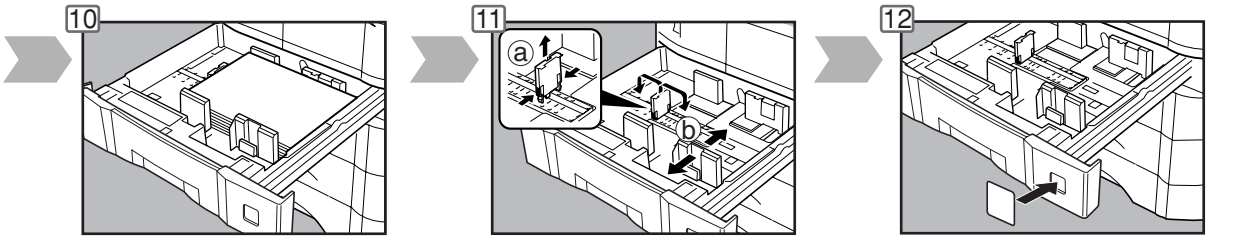
■ Weekly Timer

Key Operator can manage each on/off time in a week.

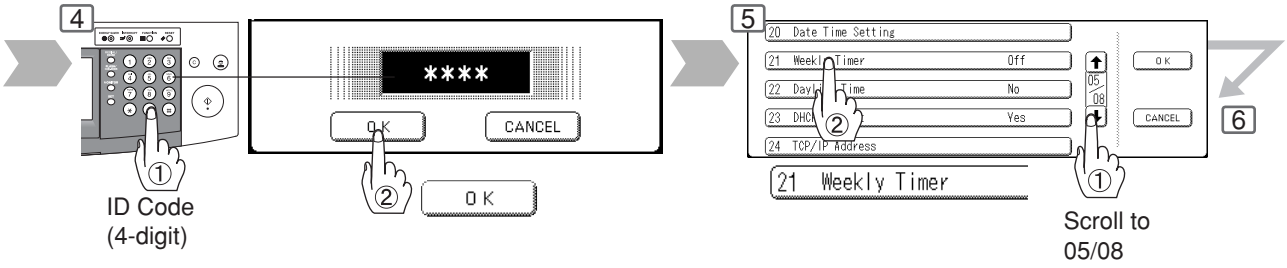


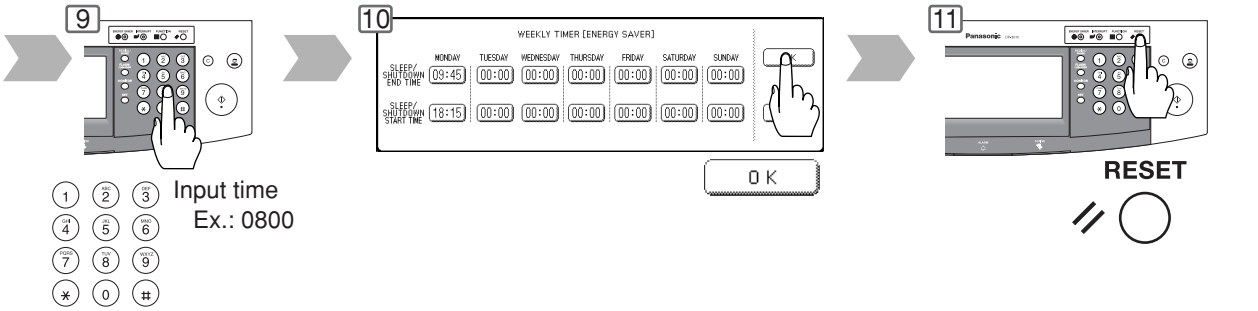






Note: It is recommended that the paper guide (b) be fixed in place with screws. Consult an authorised servicing dealer for details on how to fasten using screws.



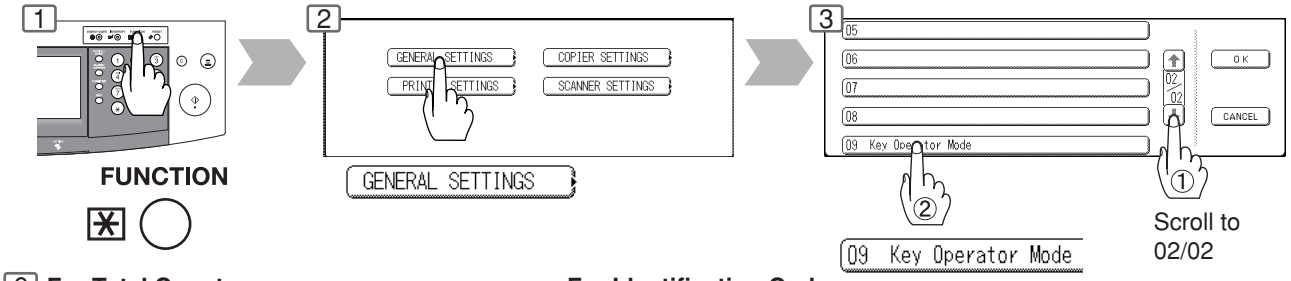


Function

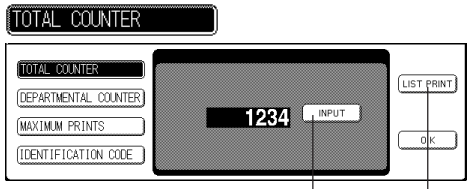
For example

■ Department Counter

Department Counter can be managed, limit copies, counters and code numbers for each department.
(Maximum department number: 300)
Contact your authorised servicing dealer to enable the Department Counter feature.



6 For Total Counter



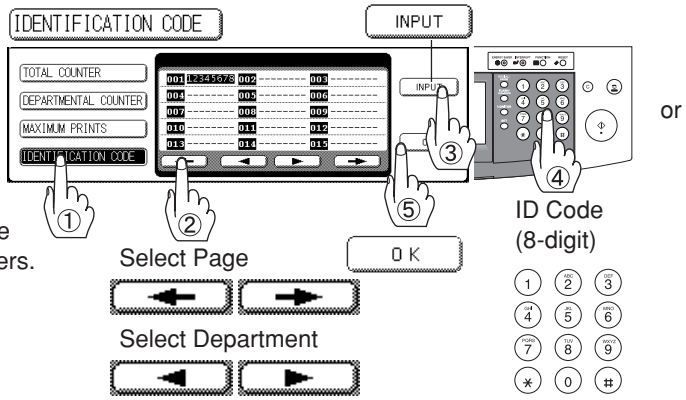
Displays the sum of all the active department counters.

Prints all the active department counters.

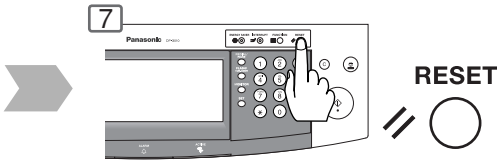
To clear the total counter, touch the INPUT button, enter 0 and touch the OK button.

or

For Identification Code



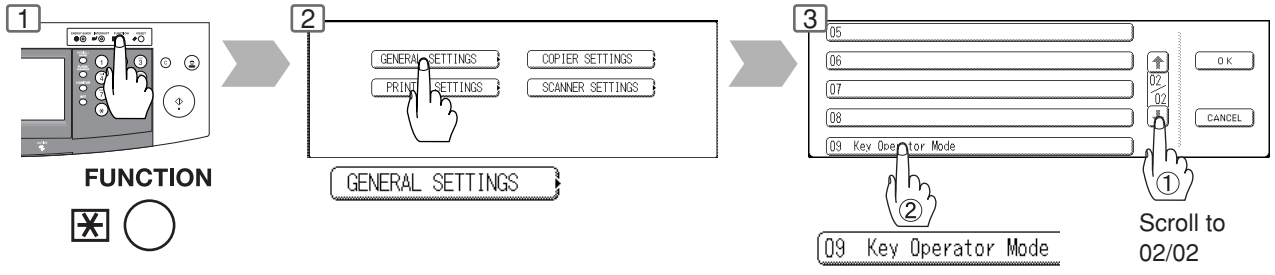
or

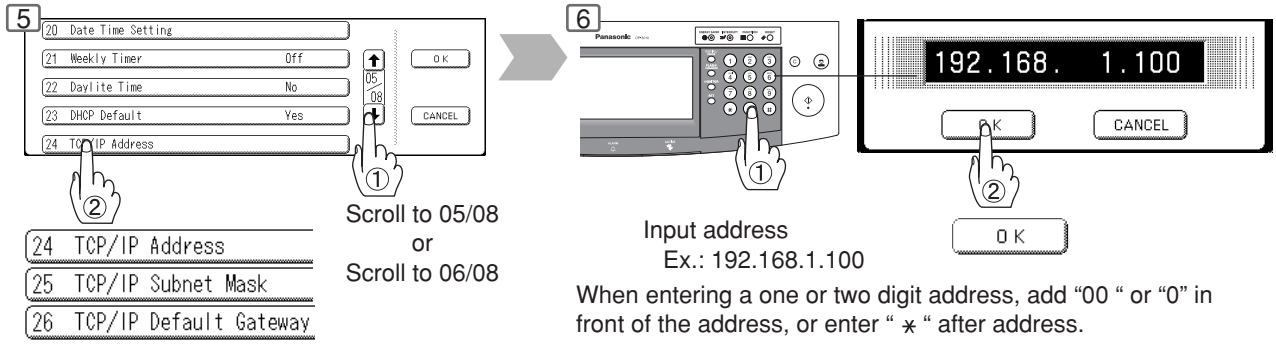


⑥ Input a Department Name (up to 25 characters) with the Keyboard and touch the OK button. (How to use the Keyboard, refer to page 27)

■ Network Settings

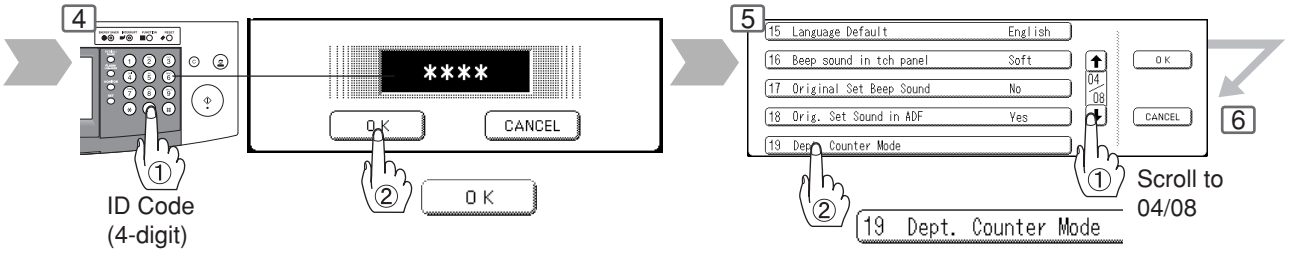
When the Parameter “23 DHCP Default” is set to “No”, the Key Operator must administer the Network settings manually.



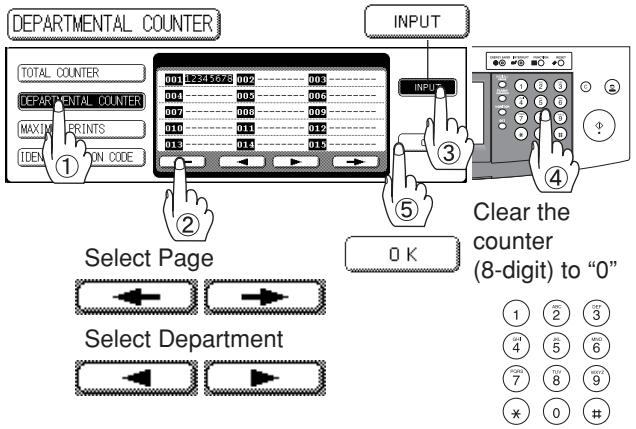


24 TCP/IP Address
25 TCP/IP Subnet Mask
26 TCP/IP Default Gateway

When entering a one or two digit address, add “00 “ or “0” in front of the address, or enter “ ∗ “ after address.

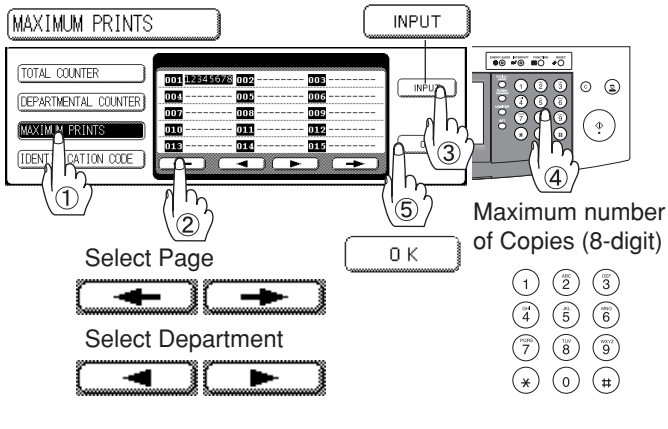


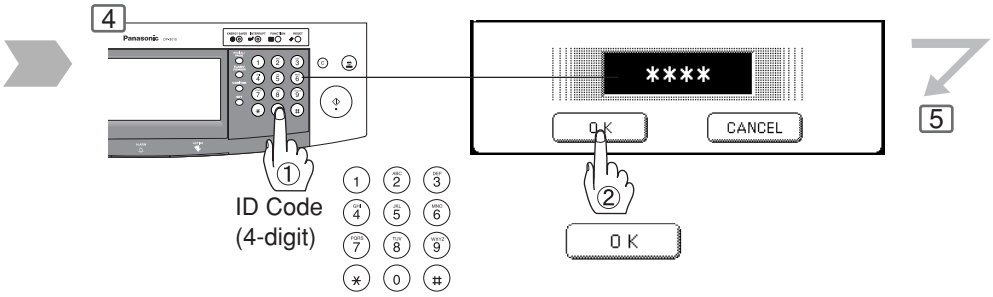
For Department Counter

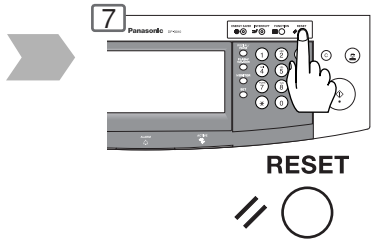


or

For Maximum Prints







8

Turn Off and On the power switch

Function

Combined Function Table

First Selections \ Next Selections		2-SIDED/ORIG. ➜ COPY											SORT/ FINISH							ZOOM/ EFFECTS									INSERTION/ OVERLAY							Others					
		1➜1	1➜2	2➜1	2➜2	Book➜2	2 Page	N in 1	Booklet	Multi-Size Feeding	Job Build and SADF	Sort	Shift-Sort	Rotate-Sort	Staple-Sort	Shift-Group	Rotate-Group	Non-Sort	Zoom	Auto Zoom	Edge	Book	Margin	Stamping	Image Repeat	Centering	Inverse	Cover	Insertion	OHP Interleaving	Presentation	Overlay	Form Overlay	File Edit	Interrupt	Proof Copy	Tandem Copy	Concurrent Copying	Manual Skyshot	Digital Skyshot
2-SIDED/ORIG. ➜ COPY	1➜1	A	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	／	◎	◎
	1➜2	A	A	A	A	A	A	A	A	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	A	A	◎	◎	×	A	◎	◎	／	A	◎
	2➜1	A	A	A	A	A	A	A	A	×	×	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	×	×	◎	◎	◎	◎	A	◎	◎	×	A	◎	◎	／	A	×
	2➜2	A	A	A	A	A	A	A	A	×	×	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	×	×	◎	◎	◎	A	A	◎	◎	×	A	◎	◎	／	A	×
	Book➜2	A	A	A	A	A	A	A	A	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	×	×	×	◎	A	A	A	A	×	×	×	A	◎	◎	／	A	◎
	2 Page	A	A	A	A	A	A	A	A	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	×	×	×	◎	A	A	A	A	×	×	×	A	◎	◎	／	A	◎
	N in 1	A	A	A	A	A	A	A	A	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	×	◎	◎	×	×	◎	A	A	A	A	◎	◎	×	A	◎	◎	／	A	◎
	Booklet	A	A	A	A	A	A	A	A	×	◎	／	／	／	／	／	／	／	◎	×	◎	×	×	×	×	×	◎	A	A	A	A	×	×	×	A	◎	◎	／	A	×
	Multi-Size Feeding	◎	×	×	×	×	×	×	×	R	×	◎	◎	△	◎	◎	△	◎	◎	×	◎	◎	◎	◎	×	×	◎	A	A	A	A	×	×	◎	A	◎	◎	／	A	A
	Job Build and SADF	◎	◎	A	A	◎	◎	◎	◎	×	R	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	×	×	◎	A	A	A	A	◎	◎	◎	A	◎	◎	／	A	×
SORT/ FINISH	Sort	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	◎	◎	A	◎	◎	／	A	◎
	Shift-Sort	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	◎	◎	A	◎	◎	／	A	◎
	Rotate-Sort	◎	◎	◎	◎	◎	◎	◎	A	△	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	A	A	A	◎	◎	◎	A	◎	◎	／	A	◎
	Staple-Sort	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	◎	◎	A	◎	◎	／	A	◎
	Shift-Group	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	A	A	A	◎	◎	◎	A	◎	◎	／	A	◎
	Rotate-Group	◎	◎	◎	◎	◎	◎	◎	A	△	◎	A	A	A	A	A	A	A	◎	×	◎	◎	◎	◎	×	×	◎	A	A	A	A	◎	◎	◎	A	◎	◎	／	A	×
	Non-Sort	◎	◎	◎	◎	◎	◎	◎	A	◎	◎	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	A	◎	A	◎	◎	◎	A	◎	◎	／	◎	◎
ZOOM/ EFFECTS	Zoom	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	A	A	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	／	A	◎
	Auto Zoom	◎	◎	A	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	×	◎	A	A	×	×	×	×	◎	◎	◎	A	A	A	A	A	A	×	A	◎	◎	／	A	◎
	Edge	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	◎	A	×	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	／	A	◎
	Book	◎	◎	◎	◎	◎	◎	×	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	A	◎	◎	A	×	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	／	A	◎
	Margin	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	A	◎	A	×	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	／	A	◎
	Stamping	◎	◎	◎	◎	×	×	◎	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	A	A	×	◎	◎	◎	◎	◎	◎	◎	×	A	◎	◎	／	A	×
	Image Repeat	◎	A	A	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	×	×	×	×	R	A	◎	A	A	A	A	A	A	×	A	◎	◎	／	A	◎
	Centering	◎	◎	A	A	A	A	A	A	A	A	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	×	×	×	×	A	R	◎	A	A	A	A	A	A	×	A	◎	◎	／	A	◎
	Inverse	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	R	◎	◎	◎	◎	×	×	×	A	◎	◎	／	A	◎
INSERTION/ OVERLAY	Cover	◎	◎	◎	◎	×	×	×	×	×	×	◎	◎	×	◎	×	×	×	◎	×	◎	◎	◎	◎	×	×	◎	A	◎	A	A	◎	◎	×	A	◎	×	／	A	×
	Insertion	◎	◎	◎	◎	×	×	×	×	×	×	◎	◎	×	◎	×	×	×	◎	×	◎	◎	◎	◎	×	×	◎	◎	A	A	A	◎	◎	×	A	◎	×	／	A	×
	OHP Interleaving	◎	×	◎	×	×	×	×	×	×	×	×	×	×	×	×	×	×	◎	×	◎	◎	◎	◎	×	×	◎	A	A	A	A	◎	◎	×	A	◎	×	／	A	×
	Presentation	◎	×	×	×	×	×	×	×	×	×	◎	◎	×	◎	×	×	×	◎	×	◎	◎	◎	◎	×	×	◎	A	A	A	A	◎	◎	×	A	◎	×	／	A	×
	Overlay	◎	◎	◎	◎	×	×	◎	×	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	×	×	×	◎	◎	◎	◎	A	A	×	×	◎	×	×	A	◎
	Form Overlay	◎	◎	◎	◎	×	×	◎	×	×	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	×	×	×	◎	◎	◎	◎	A	A	×	×	◎	×	／	A	◎
	File Edit	◎	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	／	A	／	／	×	／	◎
Others	Interrupt	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	×	×	R	◎	◎	◎	×	◎
	Proof Copy	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	A	R	A	／	◎	◎
	Tandem Copy	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	×	×	×	×	×	A	×	A	／	◎	◎
	Concurrent Copying	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	◎	×	◎	×	A	×	◎	／	◎	◎
	Manual Skyshot	◎	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	◎	×	◎	◎	◎	◎	×	×	◎	×	×	×	×	×	×	×	◎	◎	◎	／	A	×
	Digital Skyshot	◎	◎	×	×	◎	◎	◎	×	×	×	◎	◎	◎	◎	◎	×	◎	◎	◎	◎	◎	◎	◎	×	◎	◎	◎	×	×	×	×	◎	◎	◎	◎	◎	◎	A	／

◎ : Possible Combined Functions.
△ : Possible Combined Functions without full size copy ratio.
× : Unavailable Combined Functions.
A : Next Selection is Carried Out.
R : When the same function is selected twice, the second selection is ignored.
／ : Functional combination that cannot be performed.

Accessories

Components

■ The DP-3010/2310 is a digital photocopier which can produce images with great clarity.
Furthermore, its copying functionality can also be greatly enhanced by the addition of the following options and supplies.
We hope you find that the wide ranging capabilities will make your office-place more productive and efficient.

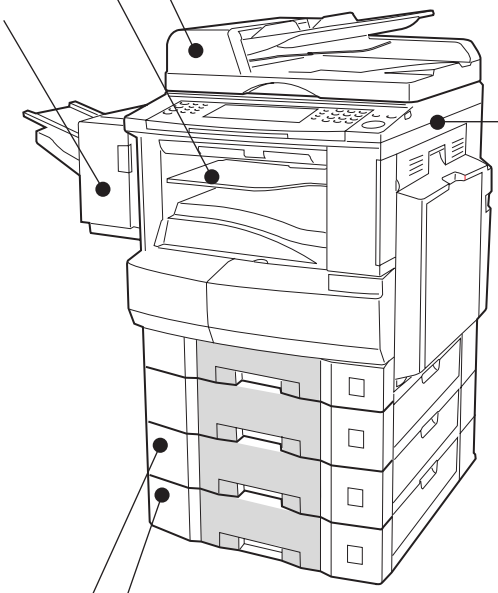
■ Options

i-ADF
(DA-AR250)
ADF
(DA-AS200)
(See page 22)

Inner Tray
(DA-XN200)

1-Bin Finisher
(DA-FS300)

Exit Tray
(DA-XT200)



3rd Paper Tray
(DA-DS303)

4th Paper Tray
(DA-DS304)

Image Memory
(DA-SM16B/64B/28B)
- 16/64/128 MB
- To increase the memory capacity for electronic sorting.

HDD Unit
(DA-HD30)
- For PS Printing (for Fonts)
  Security Print/Mailbox
  Tandem copy/Concurrent copy
  I-FAX without mail server
  1,000 Station registration
  Print Job Spooling
  OneRIP
  Account Management

Expansion Board
(DA-EM600)
- Expansion F-ROM (8 MB)

Network Scanner Module
(DA-NS600)

Printer Controller Module
(DA-PC300)
- Printer Controller for PCL6*

Multi Page Language Controller Module
(DA-MC300)
- Printer Controller for PS*/PCL6

Fax Communication Board
(DA-FG300)

Internet Fax/E-Mail Module
(DA-NF600)

■ Supplies

Part Name	Part No.	Remarks
Staple Cartridge	FQ-SS32	Staple Cartridge Refills (3) for DA-FS300
Toner	DQ-TU15E	Toner

NOTE

* PCL6 is a Page Description Language of the Hewlett-Packard Company.
PS is a Page Description Language of the Adobe Cooperation.

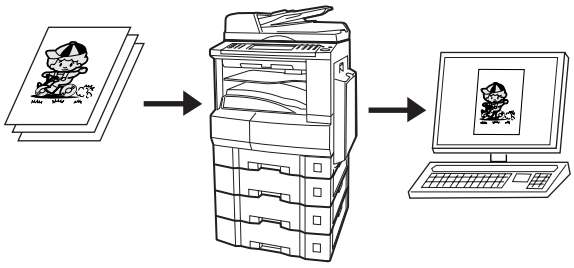
- Contact your authorised servicing dealer for details on combinations of options.

Network Scanner (Option)

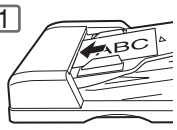
Document Scanning/Address Book

■ Document Scanning

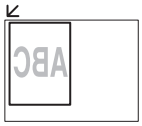
When Panasonic Document Management System (PDMS) is installed and configured onto PC, document(s) can be scanned from the DP-2310/3010 to PC.



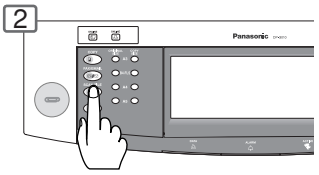
1



or

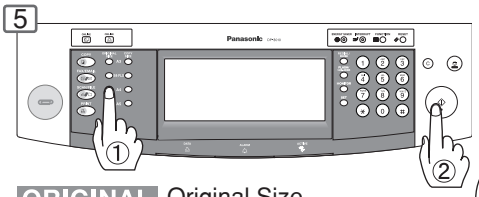


2



SCAN/FILE

5

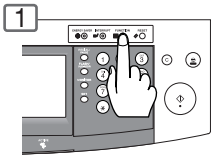


ORIGINAL SIZE Original Size
if original size is not shown

■ Adding your PC or DD Server IP Address

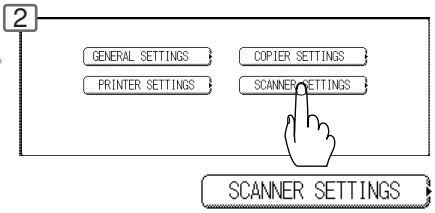
If the PC or Server is not entered with PDMS software, input the Address with copier touch panel.

1

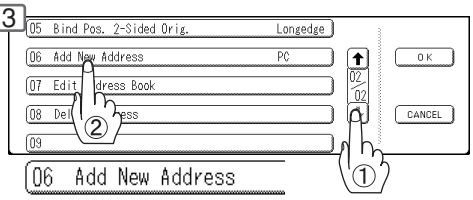


FUNCTION

2

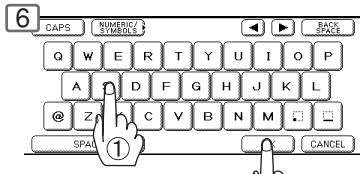


3



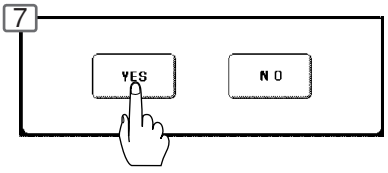
Scroll to 02/02

6



Key name
(Max. 15 characters)
Ex.: PC name
Document Save
Docu. Retrieve

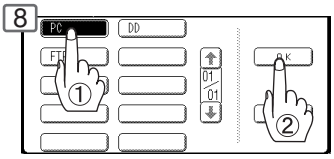
7



Assign the address into the Favourite section

YES or NO

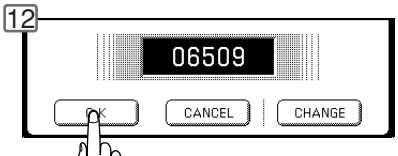
8



PC For PC

DD For DD Server

12

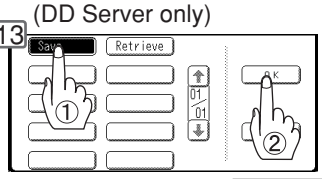


Port number

OK

(DD Server only)

13



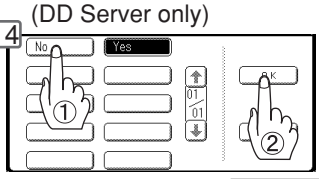
Save For saving

Retrieve For retrieving

OK

(DD Server only)

14

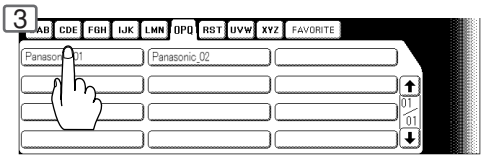


Making shortcut button

OK

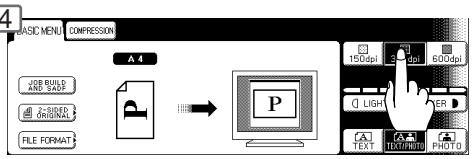
No Do not make

Yes Make



Select a destination (PC)*

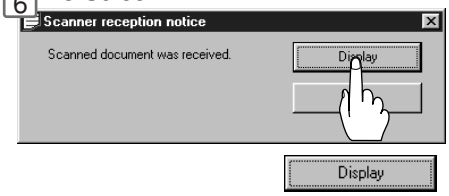
* A destination will be indicated

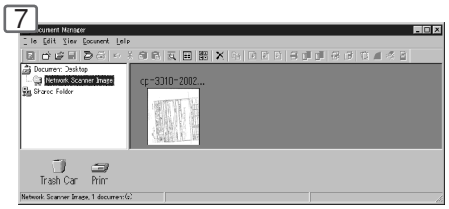


Select mode if necessary

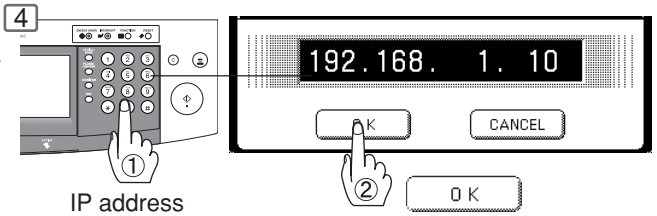
150dpi 300dpi 600dpi	Resolution*	2-SIDED ORIGINAL	2 Sided Original
LIGHTER DARKER	Exposure	JOB BUILD AND SADF	Thin Original
TEXT TEXT/PHOTO PHOTO	Original mode	* 150dpi: Text mode only.	

6 PC Screen



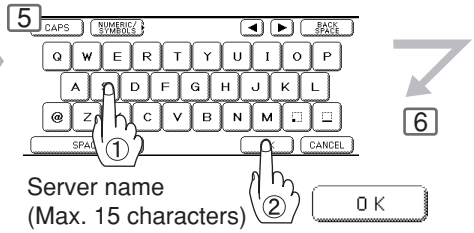


Refer to PDMS operating instructions on the CD-ROM.



IP address

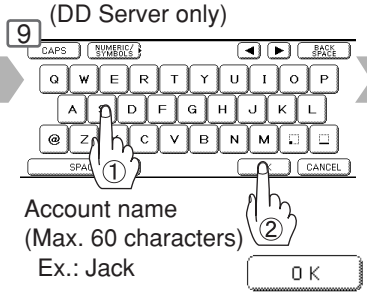
Ex.: 192.168.1.10**



Server name

(Max. 15 characters)

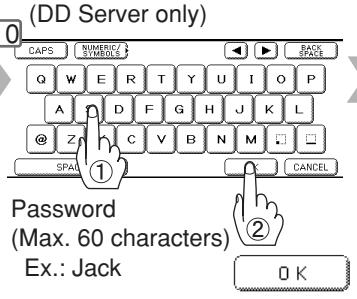
Ex.: SALES DEPT



Account name

(Max. 60 characters)

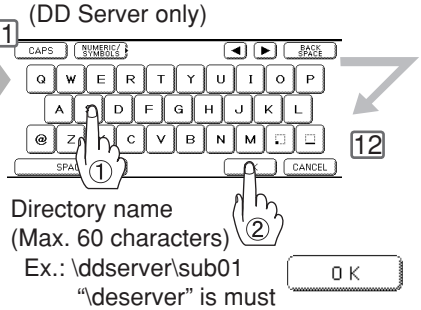
Ex.: Jack



Password

(Max. 60 characters)

Ex.: Jack



Directory name

(Max. 60 characters)

Ex.: \ddserver\sub01

"\deserver" is must

** When entering a one or two digit address, add "00" or "0" in front of the address, or enter "*" after address.

Button name of Keyboard

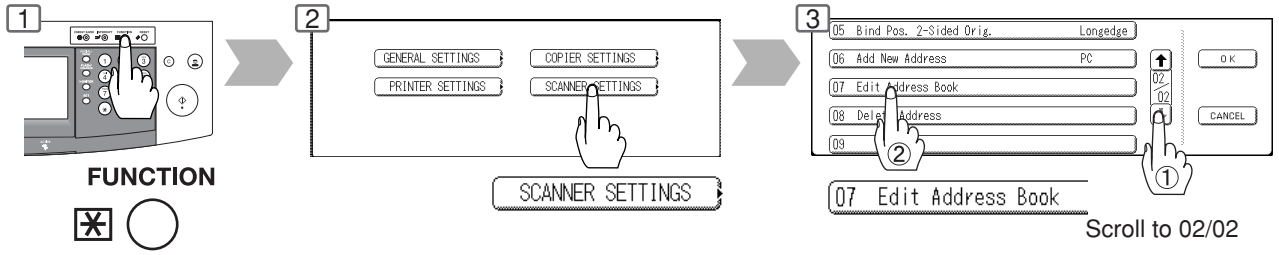
CAPS	To input capital letter.	◀ ▶	To move the cursor (_) to the left or right side.
NUMERIC/ SYMBOLS	To input number and symbol mark.	BACK SPACE	To erase the character before the cursor.

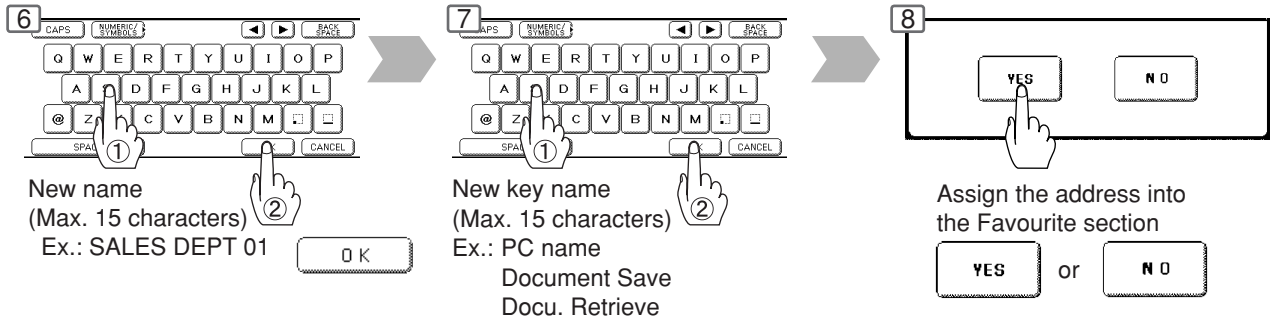
Network Scanner (Option)

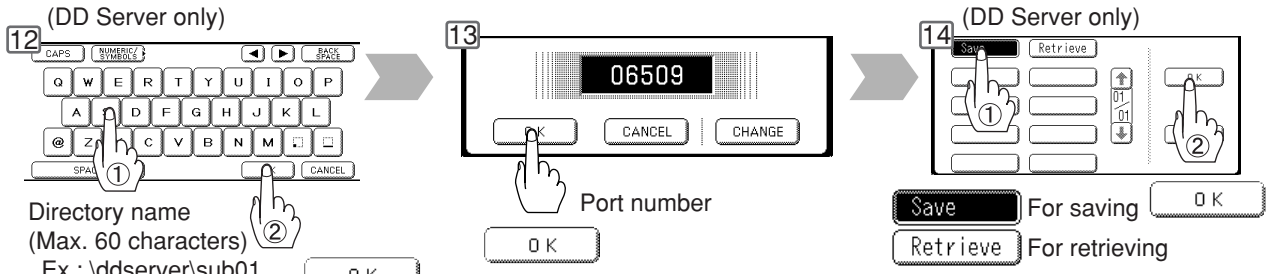
Document Scanning/Address Book

■ Editing your PC or DD Server IP Address

If you have to change or erase any of the Address Book stations, follow the steps below.

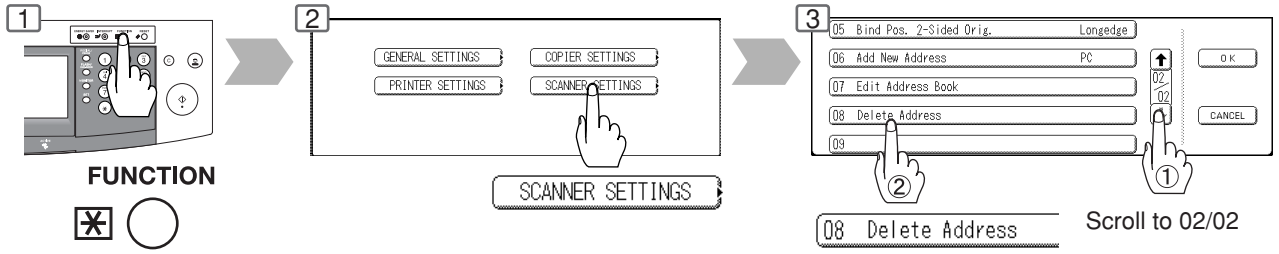


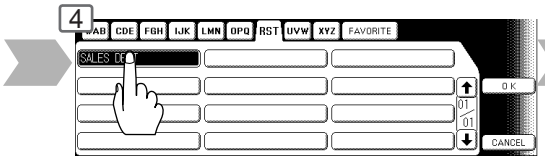




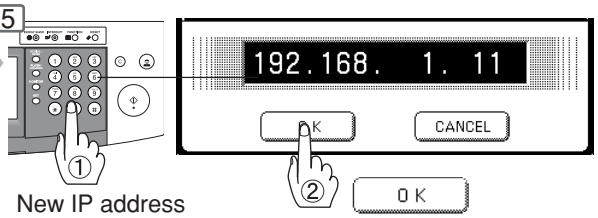
■ Erasing the Address

If you have to delete any of the Address Book entries.

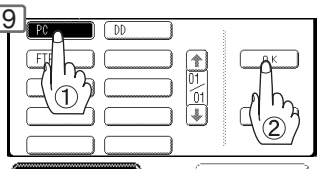




Select the entry you wish to change



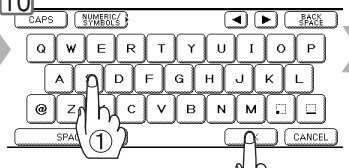
New IP address
Ex.: 192.168.1.11*



PC
For PC

DD
For DD Server

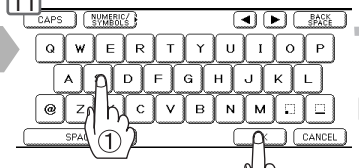
(DD Server only)



Account name
(Max. 60 characters)
Ex.: Jack

OK

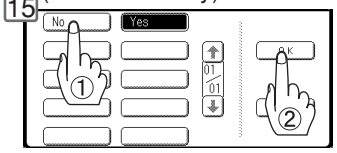
(DD Server only)



Password
(Max. 60 characters)
Ex.: Jack

OK

(DD Server only)

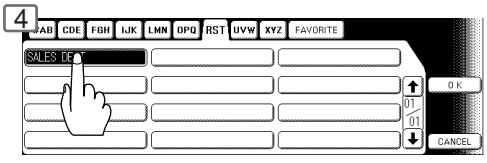


Making shortcut button OK

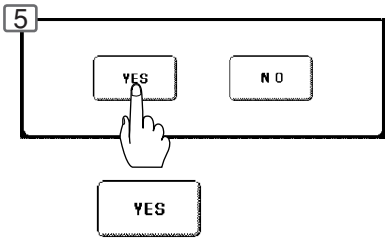
No Do not make

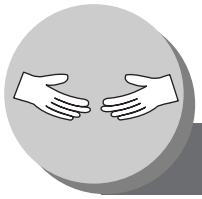
Yes Make

* When entering a one or two digit address, add “00” or “0” in front of the address, or enter “*” after address.



Select the entry you wish to delete





Problem Solving

Troubleshooting

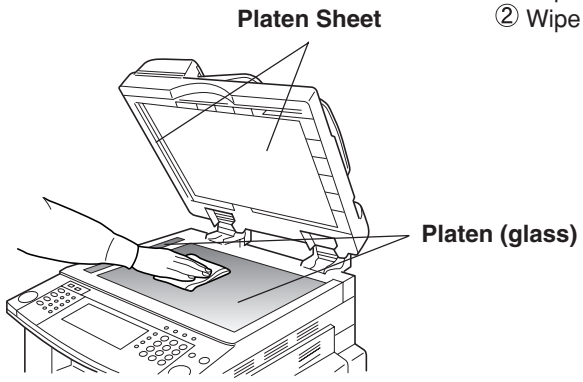
Check	Action
Unit Does Not Operate	
Does the display light?	Check if the Power Switches (Main Power Switch on the back and Power Switch on the Left Side of the machine) are turned ON and if the power cord is plugged into the AC outlet.
Does the Energy Saver key flash (or light) and displays are turned OFF? (See page 48)	Press Energy Saver key on the control panel.
Does any of the U## codes and messages appear on the display? (U1, U4, U6, U7, U11....etc.)	Perform actions in accordance with each message.
Does the Add Staples indicator and message appear on the display?	Add Staples (See page 12) Remove all jammed staples. (See page 13)
Does the Add Paper indicator and message appear on the display?	Add paper. (See page 10)
Does the paper misfeed indicator and message appear on the display?	Remove the misfed paper. (See pages 14 - 17)
Does E#-## indicator and message appear on the display?	Turn the Main Power Switch on the Back and the Power Switch on the Left Side of the machine to the OFF position, then back ON again. If the error code does not clear, call your Service provider.
The machine would not accept the next job during operation, instructed job would not be accepted for long time period or job would not be completed.	Turn the Power Switch Off/On.
Light Copies	
Does the exposure indicator say “LIGHTER”?	Touch the “DARKER” button.
Does the Add Toner indicator and message appear on the display?	Replace the Toner Bottle. (See pages 12, 13)

Check	Action
Marked Copies	
Is the copier Platen Glass or Platen Sheet dirty?	Clean the Platen Glass or Sheet.
Is the original an OHP film or a dark original?	Cover the original with a sheet of white paper before copying or lighten the exposure setting.

■ If the measures outlined above do not solve the problem, call your Service provider.

Copier Care

■ As a rule, clean weekly.

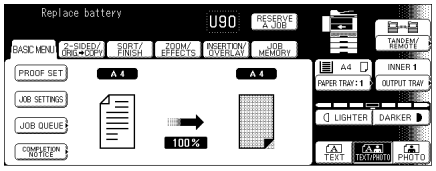


Platen Glass/Platen Sheet
① Wipe marks off with a cloth and a neutral detergent.
② Wipe again with a dry cloth.

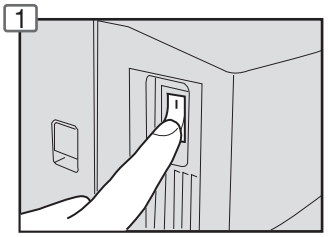
Problem Solving

Replacing the Battery

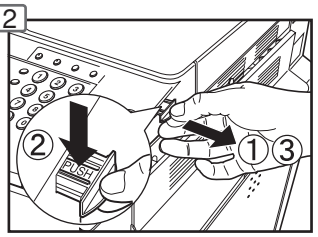
The copier has an internal battery (Product No.: CR2032) which maintains the date and time. In the event the battery requires replacement, the following message will be displayed.



1



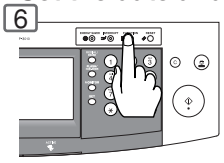
2



Turn the Power Switch on the Left Side of the machine to the OFF position.

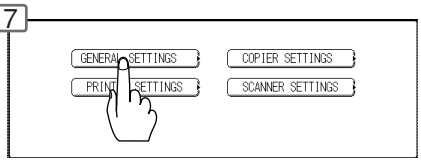
Set the date and time

6



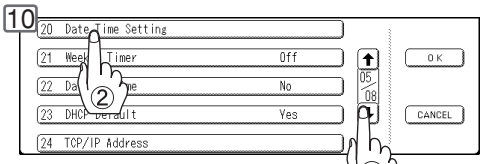
FUNCTION

7



GENERAL SETTINGS

10

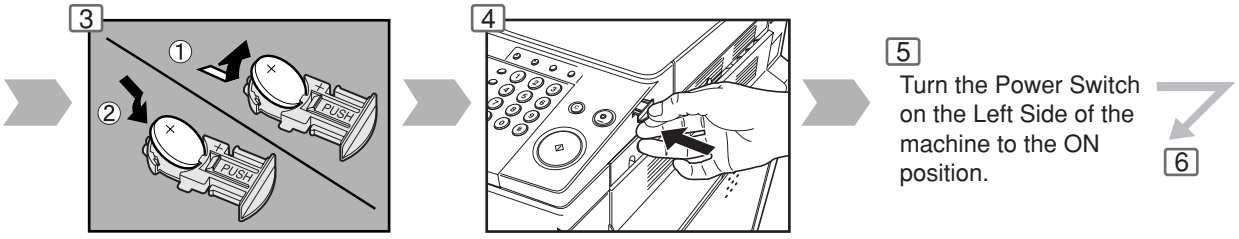


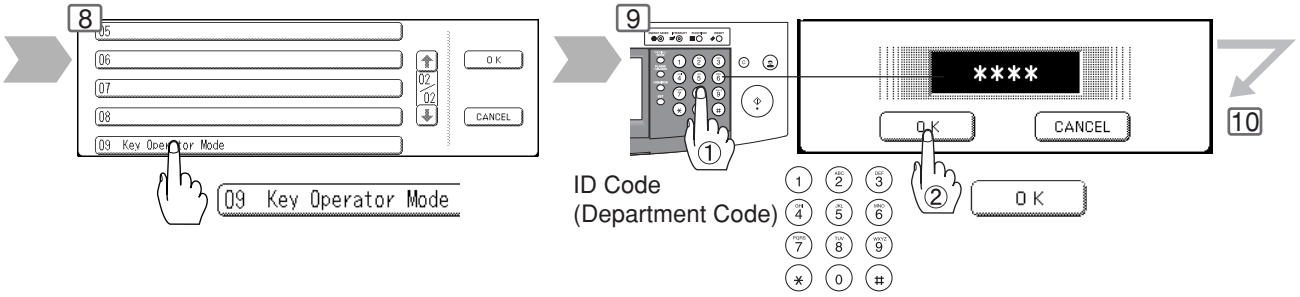
20 Date Time Setting

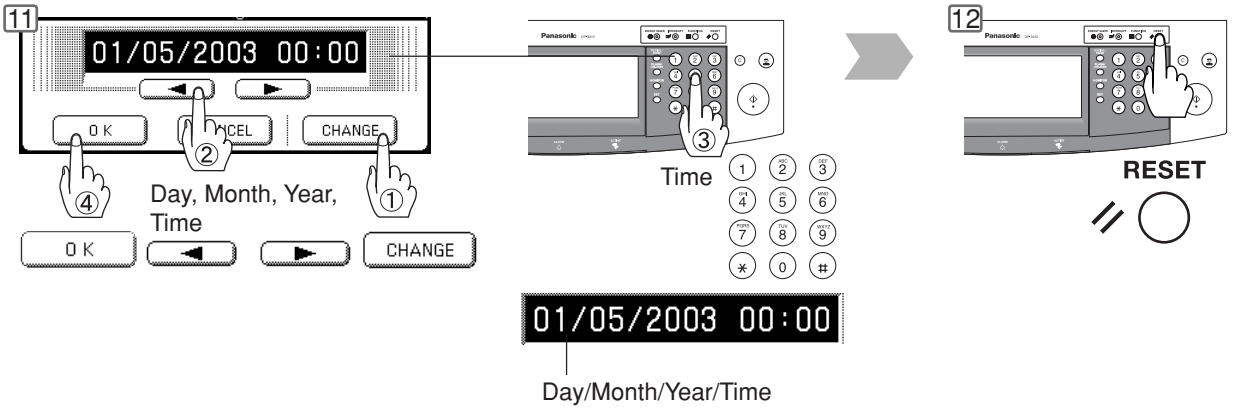
Scroll to 05/08

NOTE

● The service life of the battery is approximately 1 year under normal use.







⚠ CAUTION

denotes hazards that could result in minor injury or damage to the machine.

- THIS PRODUCT CONTAINS A LITHIUM BATTERY. DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED.
  REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE. DISPOSE OF USED BATTERIES ACCORDING TO THE INSTRUCTIONS OF YOUR LOCAL SOLID WASTE OFFICIALS.

Others

Specifications

■ DP-2310/3010 (Copier)

Type:	Desk Top
Platen Type:	Fixed
Acceptable Originals:	Sheets, Books (max. A3)
Copying Method:	Laser Electrophotography
Fixing Method:	Heat Roller Fixing
Imaging Method:	Dry-Type Dual components imaging
Resolution:	Max. 600 dpi
Operation Panel:	Touch Panel Display
Maximum Copy Size:	A3 - A5 via paper drawer/tray
Void Area:	Max. 5 mm
Warm Up Time:	Approx. 35 seconds (20°C)
First Copy Time:	Less than 4.5 seconds (A4 ▯, from 1st tray to inner tray 1)
Multi-Copy Speed:	DP-2310 : 23 cpm (A4 size) DP-3010 : 30 cpm (A4 size)
Enlargement Ratios:	Preset: 115%, 122%, 141%, 173%, 200% Variable: from 101% to 400% in 1% increments
Reduction Ratios:	Preset: 87%, 82%, 71%, 58%, 50% Variable: from 99% to 25% in 1% increments
Paper Feed:	Paper tray (550 sheets × 2) + Sheet bypass (50 sheets)
Paper Weight:	Paper drawer/tray: 60 - 90 g/m^2 (Bypass: 55 - 133 g/m^2)
Quantity Selector:	Max. 999 sheets (output tray capacity is 250 sheets)
Electrical Requirements:	AC 220 - 240V, 50Hz, 6.3A
Energy Consumption:	Max. 1.5 kW, 18 Wh in Sleep Mode
Dimensions:	599 (W) × 707 (D) × 697 (H) mm
Weight:	72 kg
Operating Environment:	Temperature: 10°C - 30°C Relative Humidity: 30% - 80% (However, the humidity should be 70% or less at a temperature of 30°C, and the temperature should be 27°C or less at a humidity level of 80%.)

● Specifications are subject to change without notice.

■ ADF (DA-AS200), i-ADF (DA-AR250)

	DA-AS200	DA-AR250
Tray Capacity:	A4, A5: 50 sheets (75 g/m²) A3, B4·FLS: 30 sheets (75 g/m²)	
Paper Size:	A5, A4, B4·FLS, A3	
Paper Weight:	50 - 110 g/m²	
Electrical Requirements:	Supplied from copier	
Dimensions:	552 (W) × 520 (D) × 135 (H) mm (without tray)	
Weight:	8.3 kg	9.3 kg

■ 1-Bin Finisher (DA-FS300)

Paper Size:	A5, A4, B4·FLS, A3
Paper Weight:	60 - 90 g/m²
Stacking Capacity:	A4: 500 sheets, B4·FLS: 250 sheets, A3: 250 sheets
Staple Sort :	A4: 30 sheets, B4: 20 sheets, A3: 20 sheets
Electrical Requirements:	Supplied from copier
Dimensions:	182 (W) × 498 (D) × 257 (H) mm
Weight:	10 kg

■ 3rd/4th Paper Feed Module (DA-DS303/DA-DS304)

	DA-DS303	DA-DS304
Paper Size:	A5, A4, B4·FLS, A3	
Paper Weight:	60 - 90 g/m²	
Electrical Requirements:	Supplied from copier	
Dimensions:	550 (W) × 596 (D) × 155 (H) mm	550 (W) × 599 (D) × 174 (H) mm
Weight:	9.5 kg	8.5 kg

● Specifications are subject to change without notice.

Others

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IMPORTANT INFORMATION

When requesting information, supplies or service always refer to the model and serial number of your machine. The model and serial number plate (Main Name Plate) is located on the rear side of machine. For your convenience, space is provided below to record information you may need in the future.

Model No.

Serial No.

Date of Purchase

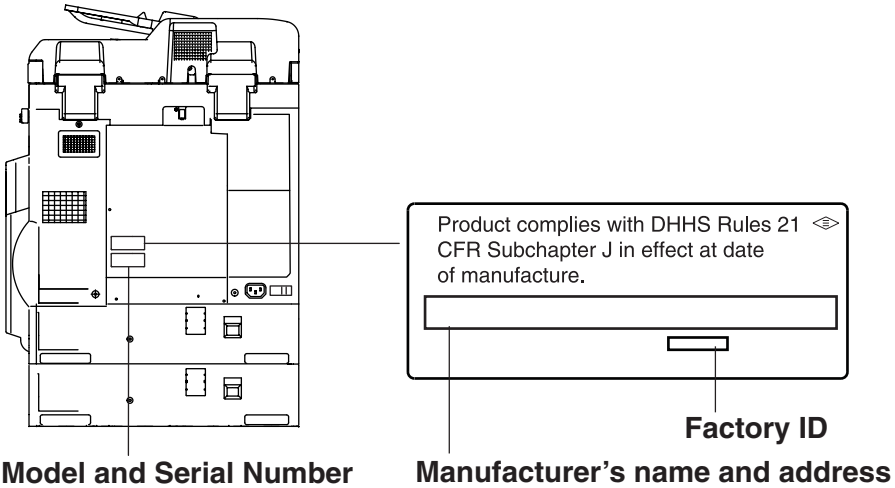
Dealer

Address

Telephone Number
( )

Supplies Telephone Number
( )

Service Telephone Number
( )


Product complies with DHHS Rules 21 CFR Subchapter J in effect at date of manufacture.
Factory ID
Model and Serial Number
Manufacturer's name and address

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